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About Eudora for Windows

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QUALCOMM Incorporated

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See Also

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Reporting Bugs

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Reporting Bugs

If you experience something you think might be a bug in Eudora, please report it by sending a message to eudora-bugs@qualcomm.com. Describe what you did, what happened, what version of Eudora you have, any error messages Eudora gave (the numbers in ()'s are especially important), what kind of computer you have, which operating system you're using, and anything else you think might be relevant.

You will receive an automated response indicating that your bug report has been received and forwarded to our engineering staff. Unless additional information is needed, you will not receive a direct response. If you need immediate help and you are eligible for technical support, contact us as outlined above.

There's an application called Dr. Watson in your Windows directory (DRWATSON.EXE) that will write some important debugging information to a log file (DRWATSON.LOG, also in the Windows directory) and also prompt you to jot down a few words about what you were doing whenever a crash occurs. This information is extremely helpful for tracking down PC problems. It is recommended that you run Dr. Watson whenever you're running Windows. That way, if you should have a GPF when using Eudora, you can include the Dr. Watson log file with your bug report (Win32 users, be sure to send a Win16 Dr. Watson log, not a Win32 one).

The entries are appended to the end of the log file, so it can grow very large. Periodically delete the file to keep its size to a minimum. When you include a log file as part of a bug report, PLEASE, PLEASE, PLEASE, edit the log file so that only the pertinent part(s) are included.

More Help

If you have a technical question about Eudora, there are plenty of resources.

- Read the manual. Really. It's nice. Also the README files.

- Ask your local Eudora support coordinator.

- Subscribe to the Eudora Forum mailing list*, and mail your question to
  windows-eudora-forum@qualcomm.com.

- Users eligible for e-mail support** can send mail to
  eudora-support@qualcomm.com.

- Users eligible for telephone support*** can call 1-800-3-EUDORA or
 1-619-658-1292.

*To subscribe to the forum, send a message to majordomo@qualcomm.com with the body text as follows: subscribe windows-eudora-forum.

**If you are your site's designated technical contact or you are an individual purchaser of Eudora, you are eligible for e-mail support. Please include your site number in your mail.

***Designated technical contacts and individual purchasers of Eudora are eligible for a limited period of telephone support. Please have your site number ready.
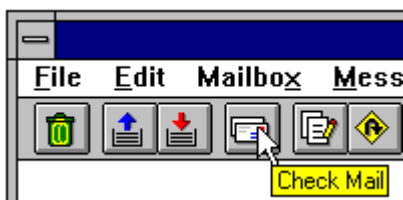
Main Window Toolbar

The main window tool bar consists of fifteen buttons displayed just under the menu titles.
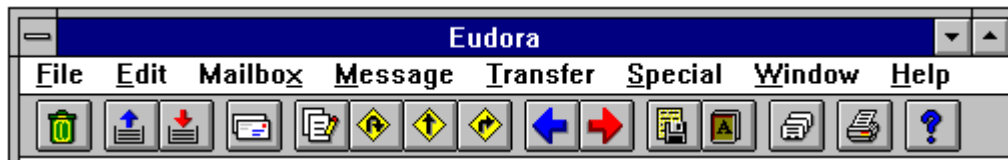
Click on parts of the above picture for more help.

The main window toolbar can be turned on or off in the Settings dialog (Fonts & Display).

Each button's function is described in the toolbar tip displayed just below the button when holding the mouse pointer over the button.

The main window toolbar tips can be turned on or off in the Settings dialog (Fonts & Display).

Trash Button

This button transfers the current message(s) to the Trash mailbox. Its function is identical to the Delete command under the Message menu.

Out Button

This button opens your Out mailbox. Its function is identical to the Out command under the Mailbox menu.

In Button

This button opens your In mailbox. Its function is identical to the In command under the Mailbox menu.

Check Mail Button

This button checks your POP server to see if you have any new mail. Its function is identical to the Check Mail command under the File menu.

New Message Button

This button opens an outgoing message composition window. Its function is identical to the New Message command under the Message menu.

Reply Button

This button generates a reply to the current message or message summaries. Its function is identical to the Reply command under the Message menu.

Forward Button

This button generates a forward message for the current message or message summaries. Its function is identical to the Forward command under the Message menu.

Redirect Button

This button generates a redirect message for the current message or message summaries. Its function is identical to the Redirect command under the Message menu.

Previous Button

This button opens the previous message listed in a mailbox.

Next Button

This button opens the next message listed in a mailbox.

Attach File Button

This button displays the Attach File dialog. Its function is identical to the Attach File command under the Message menu.

Check Spelling Button

This button checks the spelling of the current message composition window, text file, or signature window. Its function is identical to the Check Spelling command under the Edit menu.

Nicknames Button

This button displays the Nicknames window. Its function is identical to the Nicknames command under the Window menu.

Print Button

This button prints a current message, text file, signature file, Filter Report window, dialup Navigation Trace window, or Ph window. Its function is identical to the Print... command under the File menu.

Help Button

This button displays the Eudora On-line Help.

Quick Reference Procedures

Creating & Sending a Message

Checking For & Receiving Mail

Replying to a Message

Forwarding a Message

Creating & Sending a Message

1. From the **Message** menu, select **New Message**.

2. Type an E-mail address (or nickname you created) in the To: field.

3. Press **[tab]** to move the blinking cursor to the Subject: field.

4. Type in the subject of your message (optional but useful).

5. Press **[tab]** and type in the Cc: field E-mail address (optional).

6. Press **[tab]** and type in the Bcc: field E-mail address (optional).

7. Press **[tab]** and type in the body of the message.

8. After completing the message, click **Send** (or **Queue**).

    Tip: You can type multiple addresses in the To:, Cc:, and Bcc: fields, as long as you separate them with commas.

    *Tip: You can save a message without sending it by selecting **Save** from the **File** menu. Your message is saved in the Out mailbox. It can be reopened and edited at any time prior to sending it.*

Checking For & Receiving Mail

You can manually check for mail, or set up Eudora to check for mail automatically. To check for mail manually, do the following:

1. From the **File** menu select **Check Mail**.

2. If Eudora asks for your password, type it in the Password dialog and click **OK** (Eudora passwords are "case-sensitive").

3. If there is no new mail, a "no mail" alert is displayed; click **Sorry**.

4. If you have new mail, Eudora transfers the messages one by one and then displays a "New Mail" alert; click **OK**.

5. New messages are delivered to your In mailbox. This mailbox opens automatically and your new message summaries are added to the end of the mailbox list. Double-click a message summary to open it.

To set up automatic mail checking, do the following:

1. From the **Special** menu, select **Settings...**. The Settings dialog is then displayed.

2. Select the Checking Mail settings.

3. In the Check For Mail Every ? Minute(s) field, type the number of minutes between automatic mail checks (15 is the recommended minimum interval).

4. Click **OK** to close the Settings dialog.

5. Eudora automatically checks for mail at the interval you have requested.

    When automatic mail checking is on, the time of the next mail check is listed next to the Check Mail command under the File menu.

Replying to a Message

You reply to a message when you want to respond to its sender.

1. Select or open the message you want to reply to.

2. From the **Message** menu, select **Reply** to display a new composition window. Eudora completes the To:, From:, and Subject: fields based on the original message.

    Eudora also copies the text of the original message into the reply. Each line from the original message is preceded by a ">" marker. The ">" markers offset the original text, so readers can distinguish your text from the text you're replying to.

3. Remove those parts of the original text that you don't want to include in your reply and type in your own text.

4. Once your response is completed, click **Send** (or **Queue**).

    *Tip: If you want to address the reply to everyone who received the original message (and not just the sender), hold down the **[Shift]** key when you select **Reply** from the **Message** menu.*

Forwarding a Message

You forward a message when you want someone else to see it.

1. Select or open the message you want to forwad.

2. From the **Message** menu, select **Forward** to display a new composition window. Eudora completes the Subject: field based on the original message and transfers the header and body of the original message to the new message body. Each line is preceded by a ">" marker.

3. Type the addresses of the people you want to forward the message to in the To: field.

4. The existing text may be edited, and more text may be added to the message.

5. Once the editing is completed, click **Send** (or **Queue**).

Redirecting a Message

Eudora's Redirect command lets you send a message that was sent to you to someone else, while allowing the recipient of the redirected message to reply directly to the original sender.

1. Select or open the message you want to redirect.

2. From the **Message** menu, select **Redirect** to display a new composition window. Eudora completes the From: field with the address of the originator and the words "by way of" followed by your address. The Subject: field and message body are also completed based on the original message.

3. Type the addresses of the people to whom you wish to redirect the message in the To: field.

4. The existing text may be edited, and more text may be added to the message.

5. Once the editing is completed, click **Send** (or **Queue**).

    E-mail courtesy suggests that you not do much editing of the message you're redirecting. If you must add comments, put them in []s with your initials, like: [Don: please reply to this right away. SD]

Transferring a Message

1. Select or open the message you want to transfer.

2. Select the name of the mailbox you want to transfer it to from the **Transfer** menu (if you hold down the **[Shift]** key while transferring a message, a copy of the message is transferred and the original message remains in the original mailbox).

    *Tip: You can create a new mailbox and transfer a message into it all in one step. Instead of selecting an existing mailbox, select **New...** from the **Transfer** menu.*

    *Tip: If you transfer a message and decide you put it in the wrong mailbox, select **Undo Transfer** from the **Edit** menu.*

Deleting a Message

There are four ways to delete a message or messages, as follows:

1. Select or open the message you want to delete. Select **Delete** from the **Message** menu.

2. In an open mailbox window, select the message(s) you want to delete. Press the **[Delete]** key.

3. In an open mailbox window, select the message(s) you want to delete. Click the trash can icon on the main window toolbar.

4. Select or open the message you want to delete. Select **Trash** from the **Transfer** menu.

    All deleted messages are put into the Trash mailbox. The Trash mailbox is automatically emptied when you quit Eudora.

Changing Your Password

1. Select **Change Password** from the **Special** menu to display the Password dialog.

    The Change Password command will only work if you have password changing software on your server.

2. Type in your current password and click **OK**.

3. Eudora asks you to type in your new password and click **OK**.

4. To verify the change, type in your new password again and click **OK**.

5. If your new password is rejected, repeat steps 1 through 4.

Creating a Nickname

Nicknames are personal aliases for full e-mail addresses. A single nickname can be used to represent a mailing list.

1. Select **Nicknames** from the **Window** menu. The Nicknames window is then displayed.

2. Click the **New** button below the Nickname list.

3. Type the nickname title in the New Nickname dialog and click **OK**.

4. Type the full e-mail address(es) in the Address(es) field.

5. If you have any comments related to the nickname, type these in the field directly below the Address(es): field.

6. Select **Save** from the **File** menu to save the nickname.

    You can use a nickname in a mailing list. However, that nickname must be created individually in the Nicknames window.

Shortcut Keys

[Shift] + Key Equivalents
[Ctrl] + Key Equivalents
Other Important Keys

[Shift] + Key Equivalents

The **[Shift]** key is usually used to make an operation more sophisticated or to reverse option settings.

[Shift] + **Queue** or **Send** displays the Change Queuing dialog.

[Shift] + **Reply** toggles the Reply to all option in the Settings dialog (Replying). If Reply to all is turned on, **[Shift] + Reply** generates a reply to the sender only. If Reply to all is turned off, **[Shift] + Reply** generates a reply to all addresses in the message header.

[Shift] + **Transfer** sends a copy of the current message to the selected mailbox and retains the original message in the original mailbox.

[Shift] + **Copy** text removes the carriage returns from "wrapped" text prior to copying it to the clipboard.

[Shift] + **Wrap Selection** unwraps the selected text instead of wrapping it.

[Shift] + **Insert a nickname** inserts the full nickname expansion in the specified field.

[Shift] + **Finish Nickname** inserts the full nickname expansion in the specified field.

[Shift] + **Save** saves changes to any open windows.

[Shift] + **Close** closes all open windows.

[Shift] + **Quit** instructs Eudora that all open windows are to automatically reopen at the next startup.

[Ctrl] + Key Equivalents

[Ctrl] + [A]	Select all
[Ctrl] + [B]	Move window behind another window
[Ctrl] + [C]	Copy
[Ctrl] + [D]	Delete message
[Ctrl] + [E]	Queue an outgoing message
[Ctrl] + [F]	Open Find window (search for message)
[Ctrl] + [G]	Find again
[Ctrl] + [H]	Attach a file to an outgoing message
[Ctrl] + [I]	Open In mailbox
[Ctrl] + [J]	Filter messages
[Ctrl] + [K]	Make nickname
[Ctrl] + [L]	Open Nicknames window
[Ctrl] + [M]	Check mail
[Ctrl] + [N]	New message
[Ctrl] + [O]	Open message
[Ctrl] + [P]	Print message
[Ctrl] + [Q]	Quit Eudora
[Ctrl] + [R]	Reply to message
[Ctrl] + [S]	Save contents of top window
[Ctrl] + [T]	Send queued messages
[Ctrl] + [U]	Open Ph window
[Ctrl] + [V]	Paste
[Ctrl] + [W]	Close message
[Ctrl] + [X]	Cut
[Ctrl] + [Z]	Undo
[Ctrl] + [']	Paste as quotation
[Ctrl] + [,]	Finish nickname
[Ctrl] + [=]	Enter selection
[Ctrl] + [;]	Next (Find)

Other Important Keys

The **arrow keys**, depending on the settings in the Settings dialog (Miscellaneous), can move you from one message to another in a mailbox. If the Unmodified arrow keys or Alt-arrow keys option in the Settings dialog is turned on:

o   **Up Arrow**/**Left Arrow** or **[Alt] + Up Arrow**/**Left Arrow** takes you to the previous message.

o   **Down Arrow**/**Right Arrow** or **[Alt] + Down Arrow**/**Right Arrow** takes you to the next message.

The **[Enter]** key performs several different functions, as follows:

o   It selects the outlined button in any dialog, alert, or window.

o   It opens the selected message(s).

o   It opens the selected attachment in a message window.

o   It lets you begin or end editing the subject of a message.

The **[Esc]** key stops any operation currently in progress.

The **[F1]** key displays the On-line Help menu.

The following keys are also useful:

o   **[Del]** deletes the character to the right of the insertion point.

o   **[Home]** scrolls to the beginning of a line.

o   **[End]** scrolls to the end of a line.

o   **[Page Up]**, **[Page Down]** scrolls up or down through the window.

Eudora 2.1/2.0 Compatibility

Eudora 2.1 is almost completely compatible with Eudora 2.0. There are a few minor issues to be aware of when upgrading from version 2.0 to 2.1. These are described below.

Main Window Icon

The icon displayed when Eudoras main window is minimized has been modified. It provides a unique indication of when new mail has been delivered, when outgoing messages are queued, or both.

 Normal

This is the normal state of the icon. There is no new mail and no messages are queued and waiting to be sent.

 New Mail

The mailbox is open and has a letter in it, indicating that new mail has been delivered.

 Queued Messages

The flag on the side of the mailbox is in the up position, indicating that you have outgoing messages queued for delivery.

 New Mail/Queued Messages

The mailbox is open and has a letter in it *and* the flag on the side of the mailbox is in the up position, indicating that new mail has been delivered and outgoing messages are queued for delivery.

Leave Mail On Server

When using the Leave Mail On Server option, Eudora 2.0 relied on the POP3 server to tell it which mail had and hadn't been read. In Eudora 2.1, Eudora keeps track of that itself. While this has several advantages, it means that all mail you previously left on your POP3 server will be downloaded again the first time you check mail with 2.1.

New Filter Features

If you use the new Label feature of Eudora 2.1's filters and then switch back to Eudora 2.0, Eudora 2.0 will complain about the presence of those commands in your filters.

Nicknames Files

Version 2.1 changes the way nicknames files are formatted. It now uses the .mailrc format. This is the same format used by Eudora for the Macintosh, and should enhance interoperability between the two platforms. All of your 2.0 nicknames files will be converted to this new format the first time you startup version 2.1. However, if you then switch back to 2.0 there is a possibility that Eudora could have trouble reading your nicknames files.

EUDORA.INI Files

The format of the EUDORA.INI file has changed slightly with Eudora 2.1. The [Configurations], [Switches], and [Miscellaneous] sections have been consolidated into one section called [Settings]. When you start Eudora 2.1 for the first time, it automatically moves the entries from these sections into the [Settings] section. Eudora leaves the old sections in the EUDORA.INI file to allow for backwards compatibility with version 2.0; however, any settings changes you make when running Eudora 2.1 will affect the [Settings] section only, and will not be reflected if you use Eudora 2.0. Instead, the Eudora 2.0 settings will be exactly the same as they were when you last ran Eudora 2.0.

[Alt]+Arrow Key Message Switching

Previously, Eudora used the [Ctrl]+Arrow keys to switch between messages in a mailbox window. Eudora 2.1 now uses the [Alt]+Arrow keys to perform this same function.

Table of Contents (.toc) Files for Mailboxes

The format of table of contents (.toc) files for mailboxes has changed slightly with version 2.1. When you open up a mailbox using version 2.1 for the first time, its .toc will silently be converted to the new format. However, if you then switch back to Eudora 2.0 and open one of these mailboxes, you will get an error message saying that the .toc is corrupt. Just click on Please Do to rebuild the .toc file for the mailbox. All your messages will still be in the mailbox.

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EUDORA.INI Settings File

Eudora 2.1/2.0 Compatibility

EUDORA.INI Settings File

The EUDORA.INI file is where Eudora keeps most of the settings. It is a standard Windows INI file, and may be edited with any text editor.

> *Since Windows caches information from INI files in memory while the program is running, you should never change the EUDORA.INI file while Eudora is in use. If you need to make a change, first quit Eudora, then edit the file, and then restart Eudora.*

The EUDORA.INI file is broken up into 5 sections:

[Settings]

[Dialup]

[Window Position]

[Debug]

[Mappings]

Only the items that are not configurable from the Settings dialog are listed here.

Name and Location of the INI File

The default name is EUDORA.INI and the default location is in the mail directory. But the name and location can be changed.

To specify a different INI file from the EUDORA.INI that is not in the mail directory, add a second parameter to the command line in the Program Item for Eudora, e.g.

```
Command Line: c:\apps\eudora.exe c:\mymail c:\inis\myeudora.ini
```

To use a different INI file that is in the mail directory:

```
Command Line: c:\apps\eudora.exe c:\mymail myeudora.ini
Command Line: c:\apps\eudora.exe c:\mymail\myeudora.ini
```

This is a way to have multiple settings for one set of mailboxes, nicknames, etc. For example, you may have multiple e-mail accounts in which you receive mail, but want to collect mail from all of the accounts in one place. You could set up separate Program Items for each account (each having a different INI file on the command line), and switching between accounts would be as simple as double-clicking on a Program Item.

And for an even more tricky specification, if the first parameter is an INI filename without a path, then the mail directory is searched through the normal process of checking the EUDORA environment variable and then using the executable directory.

Examples:

```
SET EUDORA=c:\mymail
Command Line: c:\apps\eudora.exe myeudora.ini
```

will use `c:\mymail` as the mail directory and `c:\mymail\myeudora.ini` as the INI file.

```
SET EUDORA=myeudora.ini
Command Line: c:\apps\eudora.exe
```

will use `c:\apps` as the mail directory and `c:\apps\myeudora.ini` as the INI file.

Default INI file

When an entry in the EUDORA.INI file is not found, Eudora will look in the DEUDORA.INI file located in the same directory as the EUDORA.EXE file. The [Mappings] section of the DEUDORA.INI file acts as though it was appended to the end of the [Mappings] section of the EUDORA.INI file.

[Dialup]

The [Dialup] section controls the use of the dialup connection method. See "Appendix E - Dialup Eudora" in the manual for more detailed information.

Entry	Default Value	Description
ATSendDelay	100	The delay between sending characters in a modem AT command and in the EchoCancelString (in milliseconds).
BreakTime	150	Length of modem break command (in milliseconds).
BusyRetries	0	The number of times that the phone will be redialed after receiving a busy signal.
EndScript	SERIAL.END	Script used when closing modem connection.
SMTPHELOString		String to send as the parameter of the SMTP HELO command.
TelnetCommand	telnet {System} {Port}\r\n	Telnet command issued to use the network services (i.e. POP, SMTP, ph, finger, and Eudora password changer).

[Debug]

The [Debug] section controls aspects of the Eudora log file. The Eudora log file is a handy tool for debugging network connections, especially when using the dialup connection method.

Entry	Default Value	Description
LogFileName	EUDORA.LOG	The name of the log file.
LogFileSize	100	The size of the log file (in KB) when it will be copied to the file EUDORLOG.OLD and a new log file will be started.
LogLevel	0	A bit-mapped value telling what type of information to log:
		Bit 1 (1): Sending of a message

Bit 2 (2):	Receipt of a message
Bit 3 (4):	Dialup script navigation commands
Bit 4 (8):	Alert messages
Bit 5 (16):	Progress messages
Bit 6 (32):	All bytes transferred
Bit 7 (64):	All bytes received

[Mappings]

This is a sample [Mappings] section. It is NOT a default for Eudora if you have a missing/empty [Mappings] section. The [Mappings] section contains information for mapping between PC file extensions, Mac creator and type, and MIME type and subtype for attachment files (in that order). Entries marked as "in" work only on incoming messages and entries marked as "out" work only on outgoing messages. Entries marked "both" work on both incoming and outgoing messages.

For a more detailed explanation, see "Appendix D - MIME and Mappings" of the Eudora manual.

```
out=txt,ttxt,TEXT,text,plain
both=doc,MSWD,,application,msword
in=xls,XCEL,,,
out=xls,XCEL,XLS4,,
both=xlc,XCEL,XLC3,,
both=xlm,XCEL,XLM3,,
both=ppt,PPT3,SLD3,,
both=wp,WPC2,.WP5,application,wordperfect5.1
both=zip,,,application,zip
both=rtf,,,application,rtf
both=ps,,,application,postcript
in=eps,,EPSF,,
out=eps,dPro,EPSF,application,postscript
both=mpg,,,video,mpeg
both=jpg,,,image,jpeg
both=gif,,,image,gif
both=tif,,,image,tiff
both=pct,,PICT,,
both=mac,MPNT,PNTG,,
```

[Window Positions]

The [Window Position] section saves the positions of the standard windows (not your mailboxes and messages).

Entry	Default Value	Description
CheckSpellingWindowPosition	0,0,0,0	
DebugTraceWindowPosition	110,185,635,500	
FilterReportWindowPosition	10,10,500,300	
FiltersWindowPosition	60,345,580,480	

FindWindowPosition	60,345,580,480	
InputDialogWindowPosition	50,100,358,450	
MailboxesWindowPosition	80,80,565,415	
MainWindowPosition	0,0,640,480	
NicknamesWindowPosition	50,5,590,475	
PhWindowPosition	10,40,630,440	
ProgressWindowPosition	0,0,0,0	
Signature2WindowPosition	10,60,630,240	
SignatureWindowPosition	10,60,630,240	
TextFileWindowPosition	0,0,600,460	

[Settings]

Entry	Default Value	Description
BadPasswordString		When the POP server returns an error on sending the PASS command, the password will only be erased when the error response includes this text.
CenterUnreadStatus	1	When on (1), centers the bitmap in Mailbox menu items that indicates that the mailbox has unread messages. If the display of this bitmap is not correct, turn this switch off (0).
CompactDisk%	5	What the amount of "wasted space" taken up by deleted messages in a mailbox as a percentage of total free disk space must be before the mailbox automatically gets compacted when closed.
CompactMailbox%	50	What the percentage of "wasted space" taken up by deleted messages in a mailbox must be before the mailbox automatically gets compacted when closed.
EudoraPassPort	106	Default port number for the Eudora password changing service (epass).
ExtraNicknameDirs		List of directories to search for additional nickname files. Multiple directories can be entered, separated by semicolons (;).
FindMatchCase	0	"Match Case" checkbox in the Find dialog.
FindSummariesOnly	0	"Summaries Only" checkbox in the Find dialog.
FingerDefault	0	Tells whether or not the Ph window should default to finger.
FingerPort	79	Default port number for the finger service (finger).
FlushDiskCache	0	If on(1), Eudora will flush the disk write cache before sending the command that deletes a message from the POP server. This is only necessary if you are using disk caching

		software (e.g. SmartDrive), have write caching turned on, and are sensitive about the unlikely chance that your machine may hang right after deleting a message from the POP server but before the write cache gets flushed.
GuessParagraphs	0	"Guess Paragraphs" checkbox in the Save As... dialog.
IncludeHeaders	0	"Include Headers" checkbox in the Save As... dialog.
LastSettingsCategory	0	Last category that was displayed in the Settings dialog.
LexPath		Directory is which the dictionary files for spell checking reside.
MainLexFiles	ssceamc.tlx, ssceamm. clx	Main dictionary files. British dictionaries can be used by changing this to sscebrc.tlx,sscebrm.clx
NicknameAddressesHeight	60	Percent of height of Nicknames window that the Address(es) field takes up.
NicknameListWidth%	33	Percent of width of Nicknames window that the list of nicknames takes up.
NoSplashScreen	0	If on, the openning splash screen (aka About Box) will not be displayed
NumberofTraceLines	300	The number of lines saved in the Trace window.
PhPort	105	Default port number for the Ph service (csnet-ns).
PhReturn		A string that is appended to every Ph command before sending to the Ph server. For example, "PhReturn=return all" would return all fields of the records returned by the query, and "PhReturn=type=person" would return all matches to the query with the additional filter that the record is a person.
POPPort	110	Default port number for the POP service (pop3).
PrintHeaders	1	When on (1), printed messages get headers and footers.
QuoteEnd		The string that gets inserted after the the original text of a forwarded message. A newline is added before the string.
QuotePrefix	>	The string that precedes all lines of the original message in a forwarded message
QuoteStart		The string that gets inserted before the the original text of a forwarded message. A newline is added after the string.
ReplyAllAttribution	At %1, %2 wrote:	Attribution line when a Reply to All is done.
ReplyAttribution	At %1, you	Attribution line when a Reply is done.

	wrote:	
ReplyEnd		The string that gets inserted after the the original text of a replied message. A newline is added before the string.
ReplyPrefix	>	The string that precedes all lines of the original message in a replied message
ReplyStart		The string that gets inserted before the the original text of a replied message. A newline is added after the string.
ReturnAddressFormat	%1 < %2>	Format of the From: field in outgoing messages. %1 is the Real name, and %2 is the Return address.
SaveDialupPasswordText		Where your dialup password is saved (in an encrypted format) if you have the Save Password switch turned on.
SavePasswordText		Where your POP password is saved (in an encrypted format) if you have the Save Password switch turned on.
ShowProgress	1	Show/hide the Progress window
SMTPPort	25	Default port number for the SMTP service (smtp).
SMTPRecipientWrap	72	Column at which recipient headers (To: and Cc:) are wrapped when sending a message.
TabooHeaders	Received, Status, Message-Id, In-Reply-To, X-Priority, Mime-Version, Content-Type, Content-Transfer-Encoding, X-Mailer, X-UIDL, X-400, Precendence	A comma separated list of headers (without colons) that shouldn't be shown when the Show all headers switch ("Blah Blah Blah" icon) is off for a message. The matching is done on a prefix basis, so any header that begins with one of these values will not be shown.
TabStop	8	How many spaces to insert for a <Tab> in the body of a composition message.
TimeZone		This should contain the time zone in which you are located, in the following format: 　　　　　TimeZone=xxxnnnyyy where xxx, yyy are timezone abbreviations like PST, PDT, CDT, and nnn is the offset in

hours WEST of GMT (i.e those that are east of GMT should enter a negative number here). xxx is the timezone during Standard Time and yyy is the timezone during Daylight Savings Time. If you do not change your clocks during Daylight Savings Time, leave yyy blank. Here's some samples:

> TimeZone=PST8PDT
>
> TimeZone=MET-1

If you don't specify a TimeZone entry, then a Date: header will not be put in outgoing messages, which is fine for most because their mail server will insert the correct Date: header. The moral is: if you don't get messages bounced because of a missing Date: header, then leave the TimeZone entry alone.

TraceWindowMask	31	Log level of information that gets sent to the Trace window (see the [Debug] section).
TocDateLeeway	2	Number of seconds that the date on a mailbox .TOC file can be behind the .MBX file that Eudora will not flag as being out of date. Most helpful for network file systems.
UnreadExpires	5	The number of days after which a message is no longer used to determine if a mailbox has unread messages in it.
UsePOPSend	0	If UsePOPSend is on, Eudora will send mail using the POP3 extended command XTND XMIT. Since this is an optional command for POP3, many POP3 servers do not support this command (Berkeley's popper, however, does). There are pros and cons to using POP3 to send your mail. It provides a level of security since it requires a username/password pair to send mail messages, unlike SMTP. It is faster than SMTP, especially when checking for new mail at the same time. It doesn't check for valid recipients until the entire message is sent, and some implementations (Berkeley's popper, for example) won't tell you which recipients are invalid and will send the message to the valid recipients anyway.
UserChangeLex	uchange.tlx	Filename of user-defined list of words to change when spell checking.
UserIgnoreLex	uignore.tlx	Filename of user-defined list of words to ignore when spell checking.
UserSuggestLex	usuggest.tlx	Filename of user-defined list of words to suggest when spell checking.
WordWrapColumn	76	Column in which lines are wrapped at in outgoing messages when the Word wrap switch is on.

WordWrapMax   80   Length at which a line is considered too long,
                                                                    and must be wrapped in outgoing messages
                                                                    when the Word wrap switch is on.

Menus

    File Menu

    Edit Menu

    Mailbox Menu

    Message Menu

    Transfer Menu

    Special Menu

    Window Menu

    Help Menu

File Menu

This menu provides basic file and mail program functions.

File	
New Text File	
Open Text File...	Ctrl+O
Open Attachment	Enter
Close	Ctrl+W
Save	Ctrl+S
Save As...	
Send Queued Messages	Ctrl+T
Check Mail	Ctrl+M
Print...	Ctrl+P
Print Preview	
Print Setup...	
Exit	Ctrl+Q

Click on parts of the above picture for more help.

New Text File

This command opens a text window, allowing you to create a text file from within Eudora.

Open Text File

This command allows you to open a text file from within Eudora.

Open Attachment

This command can be used to open an attachment in a composition window or received message, as long
as the attachment is highlighted (composition window) or the cursor is on the same line as the attachment
(received message).

Close

This command closes the current message or window.

[Shift] + Close closes all open windows.

Save/Save As

The Save command saves changes to the topmost window. This applies to message composition windows, signature windows, the Nicknames window, and the Filters window.

[Shift] + Save saves the changes to all open windows.

The Save As command allows you to save the current message(s) to a plain text file.

Send Queued Messages

This command sends all outgoing messages queued in the Out mailbox to the mail server.

Check Mail

This command logs you into the mail server and checks for new messages. If you have new messages, they are delivered to your PC. If a time appears in parentheses next to this command, it is the next time an automatic mail check will occur.

Print

This command prints the current message(s), a text file, a signature file, the Filter Report window, the dialup Navigation Trace window, or the Ph window.

Print Setup

This command displays the standard Windows Print Setup dialog.

Print Preview

This command displays the Print Preview window for a current message, a text file, a signature file, the Filter Report window, the dialup Navigation Trace window, or the Ph window.

Exit

This command exits Eudora. If edited messages or windows are still open, you will be asked to save or discard your changes.

[Shift] + Exit instructs Eudora that all open windows are to automatically reopen at the next startup.

Edit Menu

This menu provides text editing and sorting tools.

Click on parts of the above picture for more help.

Undo/Cut/Copy/Paste

The Undo command reverses the last editing action taken on a piece of text.

The Cut command cuts the selected text and copies it to the clipboard.

The Copy command copies the selected text to the clipboard.

[Shift] + Copy removes the carriage returns from "wrapped" text prior to copying it to the clipboard.

The Paste command pastes the contents of the clipboard at the insertion point in a message or message header.

Paste As Quotation

This command pastes the contents of the clipboard at the insertion point in a message with ">" characters inserted at the beginning of each line to denote quoted text.

Clear

This command deletes selected text without copying it to the clipboard

Select All

This command selects the entire contents of a message or mailbox.

Show Insertion Point

This command scrolls through the message until the insertion point or selected text is displayed.

Wrap Selection

This command inserts carriage returns at the end of each line of the current selection, in the same way Eudora does when it sends mail.

[Shift] + Wrap Selection unwraps the current selection (removes the carriage returns).

Finish Nickname

This command completes the partial text of a nickname in a message header field.

[Shift] + Finish Nickname inserts the full nickname expansion in the message header field.

Insert Recipient

This command inserts the chosen nickname/address from the Quick Recipient list at the insertion point.

Find

This function allows you to search for designated text or character strings within a message or messages using the commands on the Find submenu.

```
Find...           Ctrl+F
Find Again        Ctrl+G
Enter Selection   Ctrl+=

Next              Ctrl+;
Next Message
Next Mailbox
```

Click on parts of the above picture for more help.

These commands are also selectable from the Find Dialog.

Find... Command

This command displays the Find dialog, allowing you to initiate a new search in a current message.

Find Command

This command initiates a new search in a current message.

Find Again Command

This command continues that search within the same message.

Enter Selection Command

This command pastes a selected character string within a message window into the text field of the Find dialog.

Next Command

This command continues the search until the character string is found in either the same message or one of the other messages in the current mailbox.

Next Message Command

This command begins the search at the next message following the current message. Eudora continues the search even if it has to open more than one message or a new mailbox.

Next Mailbox Command

This command begins the search at the next mailbox following the current mailbox. Eudora continues the search among all messages in that mailbox and any subsequent mailboxes, including the In, Out, and Trash mailboxes.

Find Dialog

The Find dialog is displayed when you select the Find... command from the Find submenu. Type the text you want to find in the text field of this dialog, then select the appropriate Find command from this dialog.
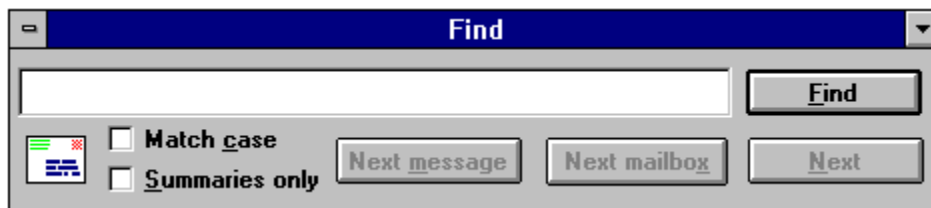
Click on parts of the above picture for more help.

Text Field

Type the text you want to find in the text field. You can also paste a highlighted character string within a message or message summary into the text field using the Enter Selection command from the Find submenu. This automatically inserts the selected text at the insertion point in the Find dialog. Then, select the **Find** command from the **Find** submenu to start the search.

Match Case

Normally, Eudora ignores capitalization when searching. If you want Eudora to consider capitalization when searching, check the Match Case option. When this option is checked, Eudora searches for exact matches of character strings, including any capitalization.

Summaries Only

If you know the text you are searching for is included in a message summary, check the Summaries Only option. When you click the Find button, Eudora searches only the Sender and Subject fields of message summaries as they appear in mailbox windows. Eudora searches much faster when this option is checked.

Sort

This function allows you to sort message summaries within mailbox windows using the commands in the Sort submenu.

You can also sort a mailbox based on the information contained in any column simply by clicking on the column heading.

Edit

> Sort by Status
> Sort by Priority
> Sort by Attachment
> Sort by Label
> Sort by Sender
> Sort by Date
> Sort by Size
> Sort by Subject
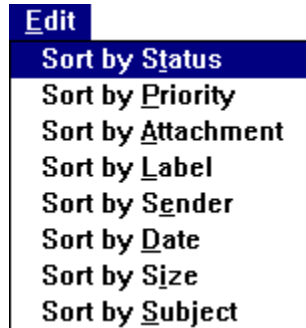
To use any of these commands, first open the mailbox to be sorted. Then, select the appropriate command from this submenu. The messages are sorted when the command is selected.

Eudora sorts in ascending order -- the smallest item first. To sort in descending order, hold down the [Shift] key while selecting the desired command from this submenu.

Tip: Eudora's sorting algorithm is stable. This means that sorting on a particular column leaves items of the same value in the same order as they were before the sort. This feature allows you to sort based on multiple criteria by using multiple sort commands. For example, if you want your messages sorted by subject, and within each subject you want messages sorted by date, first choose Sort by Date, then Sort by Subject.

Note: Sometimes Eudora does not sort by date properly. This happens if the messages have incorrectly formatted date fields or unknown or incorrect time zones. Also, since Eudora uses Greenwich Mean Time (GMT) when sorting by date, the messages may merely appear to be out of order because the time stamp is the local time at the location where the messages originated. For example, a message sent at 11:30 EST is listed before a message sent at 10:00 PST, because 11:30 EST actually occurs before 10:00 PST.

Check Spelling

This command launches the spelling checker for message composition windows, text files, and signature files.

See Also

Checking Spelling

Checking Spelling

This version of Eudora includes a built-in spelling checker. It can be used to check for misspellings in the body of current message composition windows, text files, and signature files. It includes a built-in dictionary and also allows for the creation of a custom user dictionary. Additionally, it can be configured to ignore capitalized words, words with numbers, and mixed case words, to report mixed case and doubled (repeated) words, and to suggest alternative spellings.

Changes to the spell checking settings can be made in the Settings dialog (Check Spelling) or by selecting Options from the Check Spelling dialog.

To check the spelling of a current composition window, text file, or signature file, click on the Check Spelling button in the main window toolbar or select Check Spelling from the Edit menu. If there are no misspellings, the No misspellings found alert is displayed.

If text is selected, Eudora only checks the spelling of the selected text. Otherwise, it starts the spelling check from the beginning of the message body or text file and checks the entire text.

If a misspelled, unknown, or repeated word is found, the Check Spelling dialog is displayed with the word listed in the Unknown field.
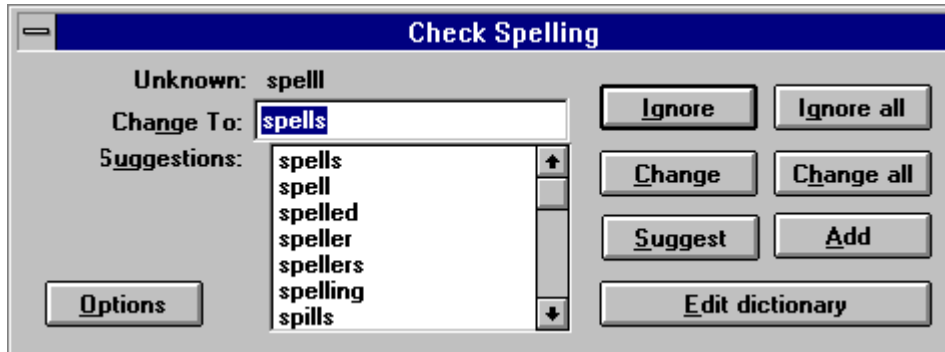
Click on parts of the above picture for more help.

The Check Spelling dialog allows you to ignore an unknown word, change it, suggest the correct spelling, add the word to your user dictionary, edit your dictionary, or change the spell checking preferences via the Options button. Each of the fields and buttons is described below.

Unknown Field

An unknown word is one that is not found in Eudora's built-in dictionary or your own custom dictionary. You can act on an unknown word using the Ignore, Ignore All, Change, Change All, or Add buttons, as described below.

Change To Field

This field works in conjunction with the Change and Change all buttons. It allows you to modify the unknown word by typing it's correct spelling in this field, or selecting a suggested alternative spelling from the Suggestions field, and then clicking the Change or Change all buttons, as described below.

Suggestions Field

This field lists Eudora's suggestions for the correct spelling of the unknown word. If the Always Suggest option is turned on, all suggestions are listed here by default. If this option is turned off, click the Suggest button to display Eudora's suggestions.

Ignore Button

This button causes the spelling checker to ignore this occurrence of the unknown word.

Ignore all Button

This button causes the spelling checker to ignore this occurrence and all subsequent occurrences of the unknown word.

Change Button

This button substitutes to contents of the Change To field for the unknown word.

Change all Button

This button substitutes to contents of the Change To field for the unknown word, and all subsequent occurrences of the unknown word.

Suggest Button

This button displays Eudora's suggestions for the correct spelling of the unknown word in the Suggestions field.

If Eudora doesn't have suggestions in its dictionary, then none are listed.

Add Button

This button adds the unknown word to your custom user dictionary.

Edit Dictionary Button

This button displays the Edit User Dictionary dialog.
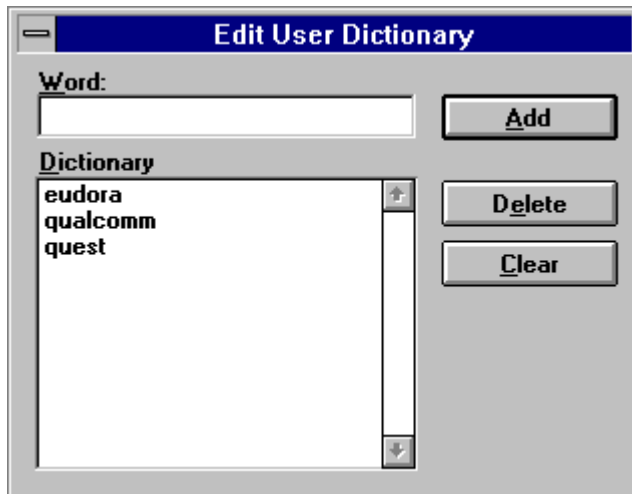
The Edit User Dictionary dialog lists all of the words in your user dictionary in the Dictionary field. It also allows you to add words to or delete words from your personal user dictionary, or even clear the entire dictionary.

Words in the user dictionary are saved in all lower case.

To add a word to the dictionary using this dialog, type the correct spelling of the word in the Word field and click the Add button. The word is then added to the dictionary and displayed in the Dictionary field

The Add button in this dialog works the same as the Add button in the Check Spelling dialog.

To remove a word from the user dictionary, type it in the Word field or locate it in the Dictionary field and single-click on it to display it in the Word field. Then, click the Delete button.

To delete the entire user dictionary, click on the Clear button. You will then be prompted to confirm the deletions. If you click Yes, all of the words are deleted from the user dictionary.

Options Button

This button displays the spell checking Preferences dialog.
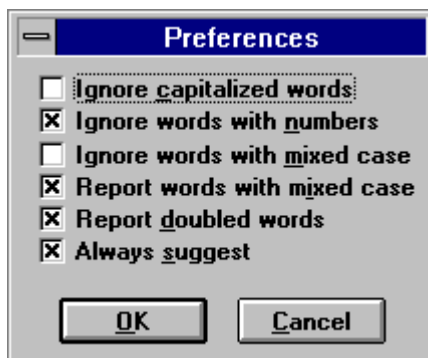
The spell checking Preferences dialog lists the six spell checking options. A check mark in the box next to the option name indicates that it is turned on.

The spell checking options can also be modified in the Settings dialog (Spell Checking).

The available options are as follows:

Ignore capitalized words - ignores words that start with capital letters, such as proper nouns.

Ignore words with numbers - ignores words that contain numbers.

Ignore words with mixed case - ignores words that contain both upper and lower case characters.

Report words with mixed case - reports words that contain both upper and lower case characters and identifies them as Mixed case.

Report doubled words - reports words that appear twice in sequence in text and identifies them as Doubled words.

Always suggest - displays Eudora's suggestions for the correct spelling of an unknown word in the Suggestions field by default.

If Eudora doesn't have suggestions in its dictionary, then none are listed.

Mailbox Menu

This menu allows you to open a mailbox or bring an open mailbox to the front. It also allows you to create new mailboxes using the New... command.
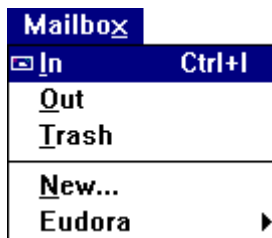
Click on parts of the above picture for more help.

The unread message icon (shown above next to the In mailbox) is displayed whenever a mailbox or folder contains an unread message or messages.

See Also

Mailbox Example

Incoming Message Example

In

Open the In mailbox. All incoming messages are stored in this mailbox until they are transferred or deleted.

Out

Open the Out mailbox. All messages you compose and save and all queued messages are stored in this mailbox until they are sent. In addition, if the Keep copies of outgoing mail option in the Settings dialog (Sending Mail) is turned on a copy of each outgoing message is also saved in this mailbox.

Trash

Open the Trash mailbox. All deleted messages are stored in this mailbox until you select Empty Trash from the Special menu. If the Empty Trash when exiting option in the Settings dialog (Miscellaneous) is turned on, the Trash is emptied automatically when you quit Eudora. Deleting a message from this mailbox also permanently deletes it.

New...

Display the New Mailbox dialog. To create a new mailbox, type the mailbox name and click OK. To create a new mail folder, check the Make it a Folder box in the New Mailbox dialog.

[Your Mailboxes]

Mailboxes you create are also displayed in this menu.

Incoming Message Example
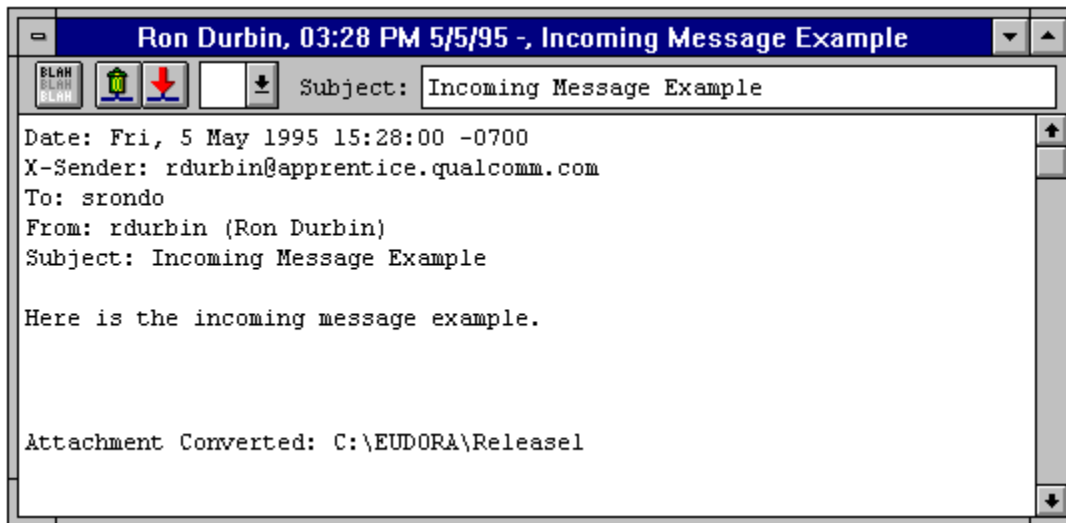
> *Click on parts of the above picture for more help.*

Priority Combo Box

Use this combo box to change the priority of the message as it is displayed in the mailbox window.

BLAH ,BLAH, BLAH Icon

Click on this icon to display all message headers.

> *This may be useful when tracking down a network problem.*

Trash Icon

This icon works in conjunction with the Leave mail on server option in the Settings dialog (Checking Mail). It is used to manually delete messages that are left on the server. Click on this icon if you want the current message deleted from the server on the next mail check.

Fetch Icon

This icon works in conjunction with the Skip messages over ? K in size option in the Settings dialog (Checking Mail). It is used to download complete messages that exceed the specified size. To download the complete message, click on this icon and check mail again.

Subject Field

Use this field to change the subject of the message as it is displayed in the mailbox window. To change the subject, type the new subject in this field and press [Enter].

Attachment

Attachments to incoming messages are listed at the end of the message. They can be opened from the message in their native application by double-clicking on the attachment title or, with the cursor on the attachment line, selecting Open Attachment from the File menu or pressing Enter.

Message Header

The incoming message header lists the sender, date and time, and subject of the message.

Double-clicking on the message header opens the mailbox the message resides in.

Mailbox Example

Each mailbox window consists of a title bar and list of message summaries. Each message summary is divided into eight columns: Status (S), Priority (P), Attachment (A), Label, Sender/Recipient (Who), Date, Size (K), and Subject. You can sort a mailbox based on the information contained in any column simply by clicking on the column heading (hold down the [Shift] key to do a reverse sort). Additionally, you can change the contents of the Status, Priority, and Label columns directly in the mailbox window. To do so, move the mouse pointer directly over the message summary column you want to change. The pointer will change to a selection symbol. Click the left mouse button and the available selections are displayed.

S	P	A	Label	Who	Date	K	Subject
R			Label	Jeff Beckley	02:18 PM 4/8/95	2	Version 2.1
	^			Ron Durbin	01:21 PM 4/11/95	2	New Incoming Messag
●		▯	Label	Jeff Beckley	02:55 AM 4/18/95	2	Here it is Ron
		▯		Ron Durbin	01:25 PM 4/29/95	1	Incoming Message Ex
F				Jeff Beckley	06:43 PM 4/29/95	2	Re: Category icons

153/218K/80K

Click on parts of the above picture for more help.

To select (highlight) a message summary, single-click on it. To select more than one summary do one of the following: select a summary and then drag down through the ones you want to select; select a summary, hold down the [Shift] key, and select another summary to select both summaries and all the summaries between them; hold down the [Ctrl] key and select individual summaries (this allows you to make "disjoint" selections).

To open a message, double-click on its message summary. Or, if the message summary is current (highlighted), select Open... from the File menu or press the [Enter] key.

See Also

Incoming Message Example

Status

This column displays the message status, which is one of the following:

o	The message has not been read (all mailboxes except Out), or is queueable but has not been queued (Out mailbox only).
<blank>	The message has been read (all mailboxes except Out), or is not yet able to be queued because it has no recipients (Out mailbox only).
R	Reply has been chosen for the message.
F	Forward has been chosen for the message.
D	Redirect has been chosen for the message.
S	The message has been sent (outgoing messages only).
-	The message was transferred from the Out mailbox before being sent.

Priority

This column displays the message priority (as assigned by the sender or modified by you. There are five priority levels available, each represented by a small icon. Priorities range from 1 (highest) to 5 (lowest). Priority 3 is assumed for messages that have no assigned priorities, and it is not displayed.

Attachment

This column displays the message attachment icon if the message includes one or more attachments.

Label

This column displays the message label if you have assigned one.

Sender/Recipient Column

The Sender/Recipient column shows the sender of the message (for incoming messages) or the recipient or intended recipient (for outgoing messages).

Date Column

The Date column displays the date and time the message was sent, or, for timed messages, the date and time the message is scheduled to be sent.

Size Column

The Size column displays the size of the message, in K (K = 1024 bytes).

Subject Column

The Subject column displays the subject of the message. This information was typed into the message header by the sender.

Mailbox Size Button

Three numbers are displayed on this button. The first is the number of messages in the mailbox; the second is the amount of disk space those messages use; and the third is the amount of "wasted" space in the mailbox (due to messages having been deleted or transferred out of the mailbox). Eudora occasionally recovers this wasted space on its own. To force Eudora to recover this space for the current mailbox, click on this button. To force Eudora to recover the wasted space for all mailboxes, select Compact Mailboxes from the Special menu.

Message Menu

This menu allows you to create new messages, reply to, forward, or redirect messages that were sent to you, generate messages using the Quick Recipient list, send or queue outgoing messages, attach documents to messages, delete messages, and set the status of message summaries in mailbox windows.

Click on parts of the above picture for more help.

See Also
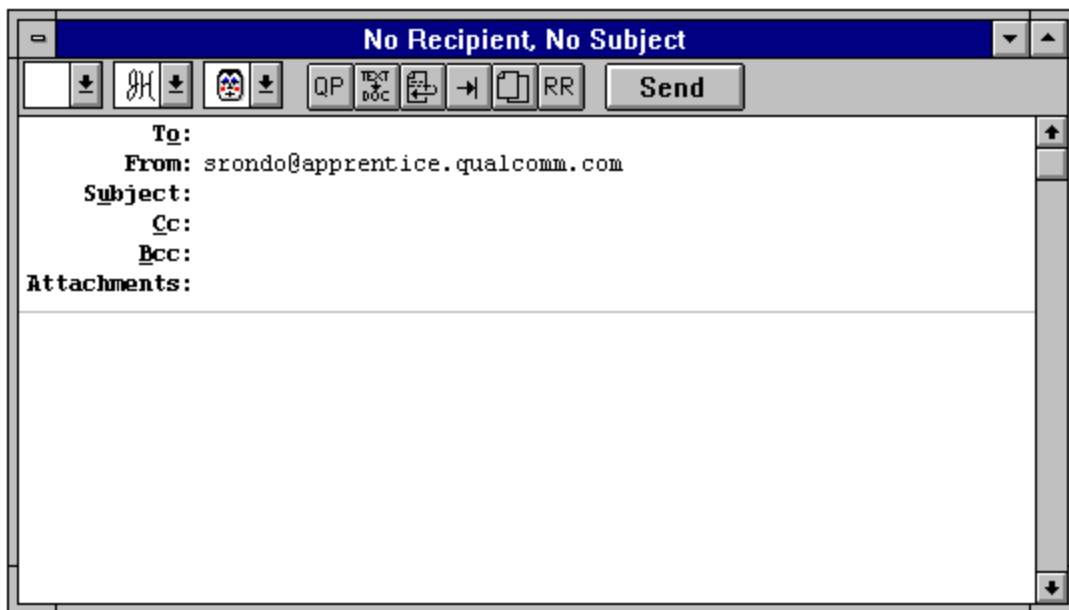
   Message Example

New Message

This command opens a new message composition window.

See Also

   Message Example

Message Example

The message composition window consists of the title bar, the icon bar, the message header, and the message body.

Click on parts of the above picture for more help.

Title Bar

The title bar provides information about incoming and outgoing messages, including the name of the sender (if it is an incoming message) or addressee (if it is an outgoing message), the time and date the message was delivered or sent, and a brief message summary. New messages are labeled No Recipient, No Subject until they are sent or queued. Queued message do not have a time stamp until they are sent.

Priority Combo Box

The leftmost object in the icon bar is the Priority combo box. For most messages, the priority is (Normal). If you want to indicate that your message is of higher or lower priority than a normal message, use this combo box.

Signature Combo Box

The Signature combo box allows you to automatically attach your signature or alternate signature file to the end of each message you send.

Attachment Type Combo Box

The Attachment Type combo box allows you to select what format documents that you attach to outgoing messages are encoded in: Multipurpose Internet Mail Extensions (MIME), Bin Hex, or Uuencode. MIME is best for recipients with MIME; Bin Hex is most compatible with old Macintosh mailers and previous versions of Eudora; and Uuencode is best for communicating with older PC or UNIX systems.

Quoted-Printable Encoding

If this button is on, quoted-printable encoding may be used when sending messages that contain long lines of text or special characters. When on, it is used for all attachments. It is recommended that this button always be on.

Word Wrap

If this button is on, a carriage return is not required at the end of each line you type in an outgoing message; Eudora automatically wraps text to the next line, with line breaks at roughly 76 characters per line.

Tabs in Body

If this button is on, hitting the [tab] key within the message body results in Eudora inserting enough spaces to move the insertion point to the next tab stop. This mimics the way tabs work on many terminals. If this button is not on, hitting the [tab] key returns the cursor to the To: field of the message header.

Keep Copy

If this button is on, a copy of each sent message is kept in the Out mailbox (their summaries are marked with an S in the far left column of the Out mailbox window, indicating that they have been sent). These messages are saved until they are deleted or transferred to a different folder.

Text as Document

If this button is on, plain text files attached to messages are incorporated into the message as part of the message body.

Return Receipt

If this button is on, a cooperating mailer returns a message to you notifying you when your outgoing message is delivered to the addressee. The return receipt is placed in your In mailbox. This function does not work in all cases.

Send or Queue

If the Immediate send option in the Settings (Sending Mail) dialog is turned on, the rightmost button in the icon bar is labeled Send. Clicking the Send button immediately sends the message. Otherwise, this button is labeled Queue, and has the same function as the Queue for Delivery command under the Message menu (upon clicking this button, the message window closes and the message is held in the Out mailbox, marked ready for delivery).

To:

The intended recipients e-mail address, or a nickname you have defined. Multiple addresses are allowed, but must be separated by commas.

From:

The senders e-mail address. This is usually your POP account plus your real name. You can use a return address other than your POP account by entering the desired address in the Return address field of the Settings dialog (Personal Information).

Subject:

Brief text indicating the contents of the message. This field can be left blank (though it is a breach of e-mail etiquette to do so).

Cc:

E-mail address or nickname of person to whom a copy of the message is to be sent. Multiple addresses are allowed but must be separated by commas. This field may be left blank.

Bcc:

Blind carbon copy. Like addresses listed in the Cc: field, addresses listed here receive copies of the message. Unlike addresses listed in the Cc: field, addresses listed here do not appear in the message header of the recipients. This is useful when you want to send a copy of a message to someone without everyone else knowing you did so. Multiple addresses are allowed but must be separated by commas. This field can be left blank.

Attachments:

List of documents being sent along with the message. Specify these through the Attach Document command under the Message menu. To delete an attachment from a message, select it by single-clicking on the attachment title and press the [delete] key. You cannot enter information directly into this field. This field can be left blank.

Message Body

Type the body of the message here. Feel free to use the standard Windows text-editing tools provided under the Edit menu.

If the Word Wrap button on the icon bar is turned on, you dont need to press [Enter] at the end of each line of text. The text wraps to the next line automatically. If this option is not set, be sure to type a [Enter] at the end of each line or your message may not be legible on the recipients computer. To use tabs in the message body, press the Tabs in Body button in the icon bar.

Reply

This command generates a reply message to a current incoming message. The original sender's name is automatically placed in the To: field of the message header, and the sender's text is included at the beginning of the message body (prefixed by a ">" at the beginning of each line).

Forward

This command generates a forward message from a current incoming message. The header and body of the original message are placed at the beginning of the message body (prefixed by a ">" at the beginning of each line).

Redirect

This command generates a redirect message from a current incoming message. The address in the From: field of the message header is that of the original sender "by way of" your address.

Send Again

This command is used when a message is returned to you by the mail server because it could not be delivered to the intended recipient (a message is typically rejected because of an error in the recipient's address, although there are many other possible reasons). This command reformats the returned message as it originally appeared, allowing you to make changes or additions and resend the message.

New Message To/Reply To/Forward To/Redirect To

These commands are used with the Quick Recipient list. Selecting an address or nickname from the list next to one of these commands generates a new, reply, forward, or redirect message to that recipient. All four commands share the same Quick Recipient list.

Send Immediately/Queue For Delivery

This command toggles based on the Immediate send option in the Settings dialog (Sending Mail). The Send Immediately command sends the current message to the mail server. The Queue For Delivery command saves the message in the Out mailbox and marks it as queued (ready for delivery). Queued messages can be sent by selecting Send Queued Messages from the File menu.

Attach File

This command allows you to attach a file to the current message by selecting the file from a standard file dialog. Any file can be attached to and sent with a Eudora message.
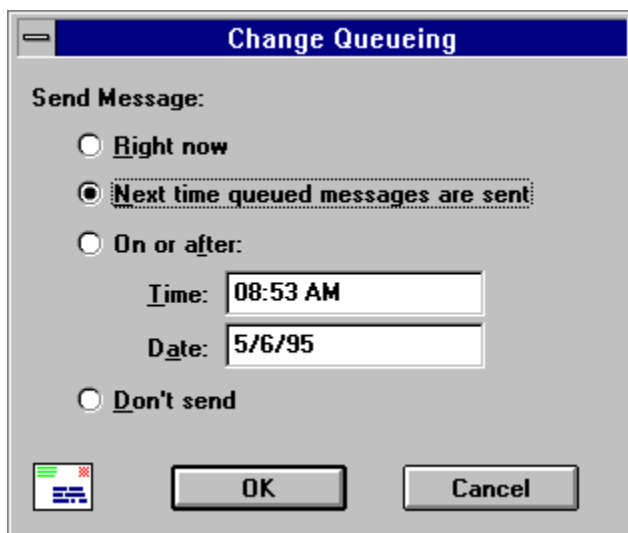
Change

This command allows you to modify the queueing status of an outgoing message, or change the status, priority, or label of an outgoing message summary.

Click on parts of the above picture for more help.

Change Queuing...

The Change Queuing dialog allows you to queue an outgoing message, unqueue a queued message, or set a message for timed send.

Click on parts of the above picture for more help.

Right Now

The message is sent immediately upon clicking the OK button.

Next Time Queued Messages are Sent

The message will be sent the next time queued messages are sent.

On or after

Use the time and date fields to fill in the time when the message should be sent. The message is saved in the Out mailbox with a Q in the status column, just as if it were a normal queued message. However, the message is not actually sent until the specified time arrives.

> *For the message to be sent at the correct time, Eudora must be running when the message is due to be sent. If Eudora is not running, the message is sent the first time Eudora is run after the selected time has passed.*

Don't Send

Changes the message status from queued to saved.

Change Status

This command allows you to change the status of a current message in a mailbox window to one of the following:

```
Unread      ·
Read
Replied    R
Forwarded  F
Redirected D
```

> *You can also change the status of a message directly in the mailbox window. Place the mouse pointer over the status of the message you want to change. The pointer will change to a selection symbol. Click the left mouse button to select a new value from the change status popup.*

Change Priority

This command allows you to change the priority of a current message in a mailbox window to one of the following:

```
Highest Ctrl+1
High    Ctrl+2
Normal  Ctrl+3
Low     Ctrl+4
Lowest  Ctrl+5
```

> *You can also change the priority of a message directly in the mailbox window. Place the mouse pointer over the priority of the message you want to change. The pointer will change to a selection symbol. Click the left mouse button to select a new value from the change priority popup.*

Change Label

This command allows you to change the label of a current message in a mailbox window to one of the following:

```
None
Label 1
Label 2
Label 3
Label 4
Label 5
Label 6
Label 7
```

> *You can also change the label of a message directly in the mailbox window. Place the mouse pointer over the label of the message you want to change. The pointer will change to a selection symbol. Click the left mouse button to select a new value from the change label popup.*

Delete

This command transfers the current message(s) to the Trash mailbox.

Transfer Menu

This menu allows you to transfer a current message or message summaries to the selected mailbox.

> *If you hold down the [Shift] key when doing a message transfer, a copy of the message is transferred into the destination mailbox and the original message remains unaffected.*
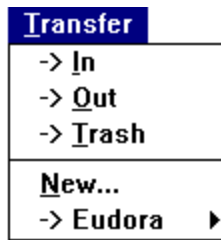
Click on parts of the above picture for more help.

In

Transfer the current message(s) to the In mailbox.

Out

Transfer the current message(s) to the Out mailbox.

Trash

Transfer the current message(s) to the Trash mailbox.
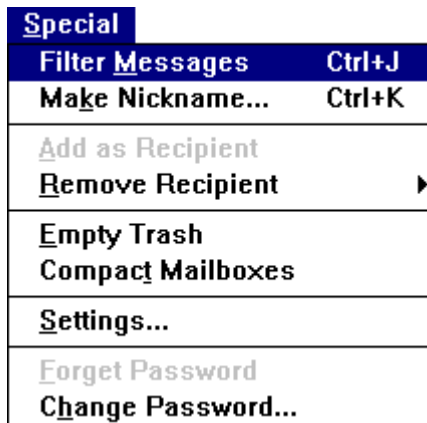
New...

Create a new mailbox before transferring the current message(s) into it.

[Your Mailboxes]

Transfer the current message(s) to the selected mailbox that was previously created by you.

Special Menu

This menu provides additional Eudora functions.

Click on parts of the above picture for more help.

Filter Messages

This command runs all manual filters on the current messages. This is the only way that filters designated as "Manual" in the Filters window can be run on messages.

Make Nickname...

This command allows you to create a single nickname from multiple selected nicknames in the Nicknames window. It also allows you to create a nickname from the mailing list included in a current message header, or several message headers. To do this, highlight one or more message summaries in a mailbox window and then select this command.

Add as Recipient

This command allows you to add an e-mail address to the Quick Recipient list. First, highlight the text that makes up the full address in any message header. Then, select this command to add the address to the Quick Recipient list.

Remove Recipient

This command allows you to remove nicknames and/or e-mail addresses from the Quick Recipient list. To remove a nickname or address, select it from the list and then release the mouse button.

Empty Trash

This command permanently deletes messages from the Trash mailbox. If the Empty Trash when exiting option in the Settings dialog (Miscellaneous) is turned on, the trash is emptied automatically when you quit Eudora.

Compact Mailboxes

This command allows you to recover the unused ("wasted") space from all of your mailboxes. This wasted space was created when messages were deleted or transferred from the mailboxes.

Settings Dialog

The Settings dialog contains the following categories of settings and options: Getting Started, Personal Information, Hosts, Checking Mail, Sending Mail, Attachments, Fonts & Display, Labels, Getting Attention, Replying, Dialup, Spell Checking, Miscellaneous, Advanced Network, and Kerberos. Each of these categories is described below.
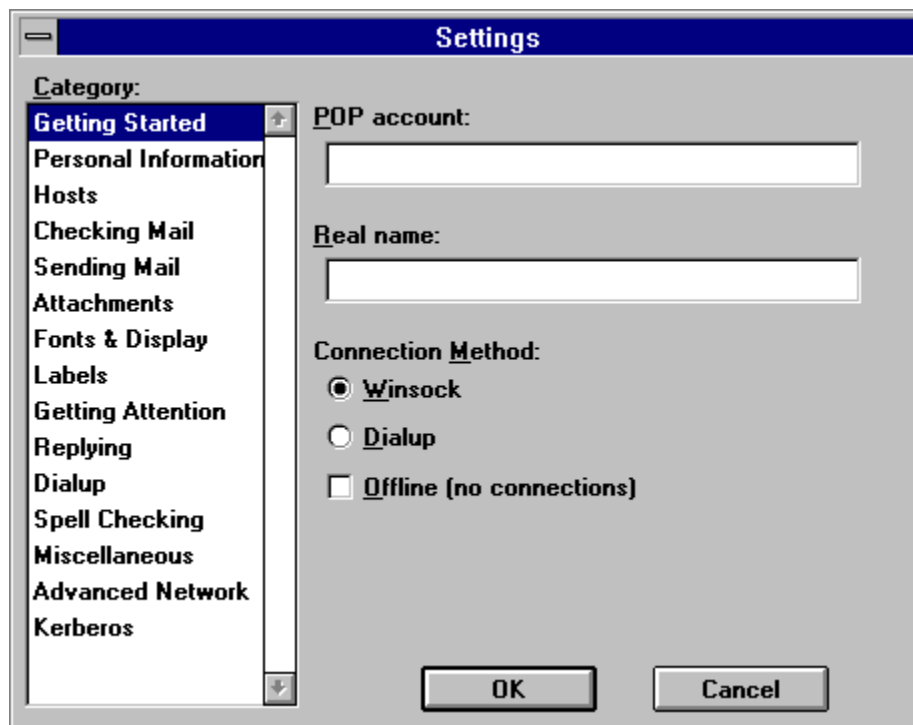
Click on parts of the above picture for more help.

In the example above, the category icons are disabled, as described in the Fonts & Display settings.

For your convenience, some settings appear in more than one category. For example, your real name appears in both the Getting Started and Personal Information categories. Changing a setting in one category changes the setting in all categories.

Getting Started

The Getting Started settings provide Eudora with the minimum user account information necessary to send and receive mail.
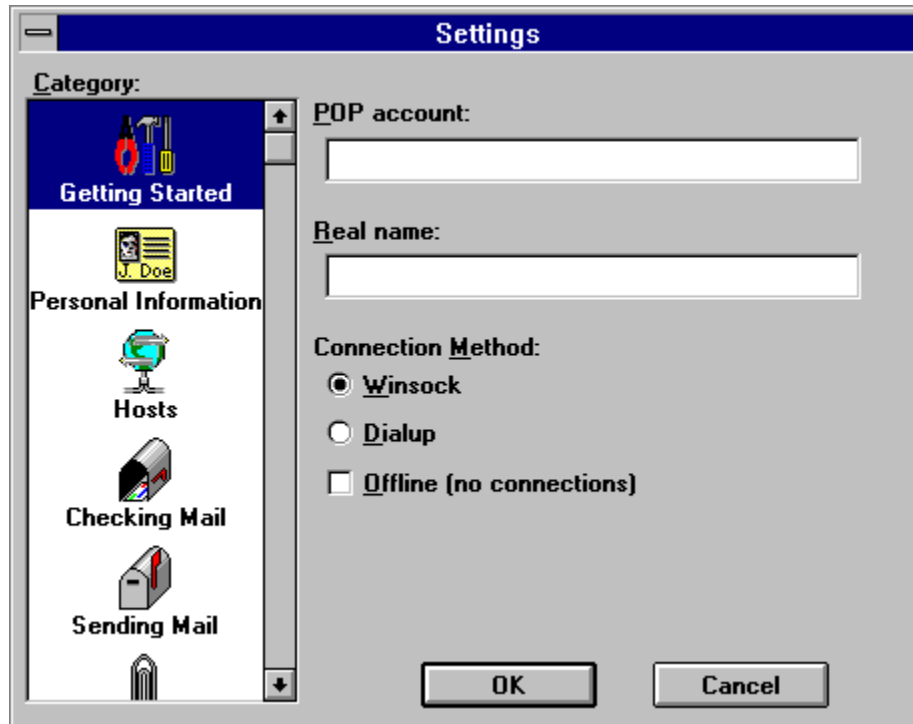
Click on parts of the above picture for more help.

POP account:

To receive mail with Eudora, you must have an account on a computer that runs a Post Office Protocol version 3 (POP3 or POP) server. This is the account to which your e-mail messages are delivered before they are transferred to the Eudora program on your PC. Enter your login name for this account, followed by an "@" sign and the (domain) name of the computer.

For example, if your login name for your POP account is "jbdorn," and the name of the computer is "action.com," type jbdorn@action.com in this field.

Real name:

Enter your real name here. It is placed in the From field of your outgoing mail messages, along with your return address.

Connection Method:

If you are using Eudora via TCP/IP software (e.g., a direct network connection, SLIP, or PPP), select Winsock (meaning you are using Winsock software for communications). If you are using Eudora directly through a modem without the benefit of TCP/IP software, select Dialup. If you don't want Eudora to attempt to make any connections, select Offline.

Personal Information

The Personal Information settings provide Eudora with your personal information.
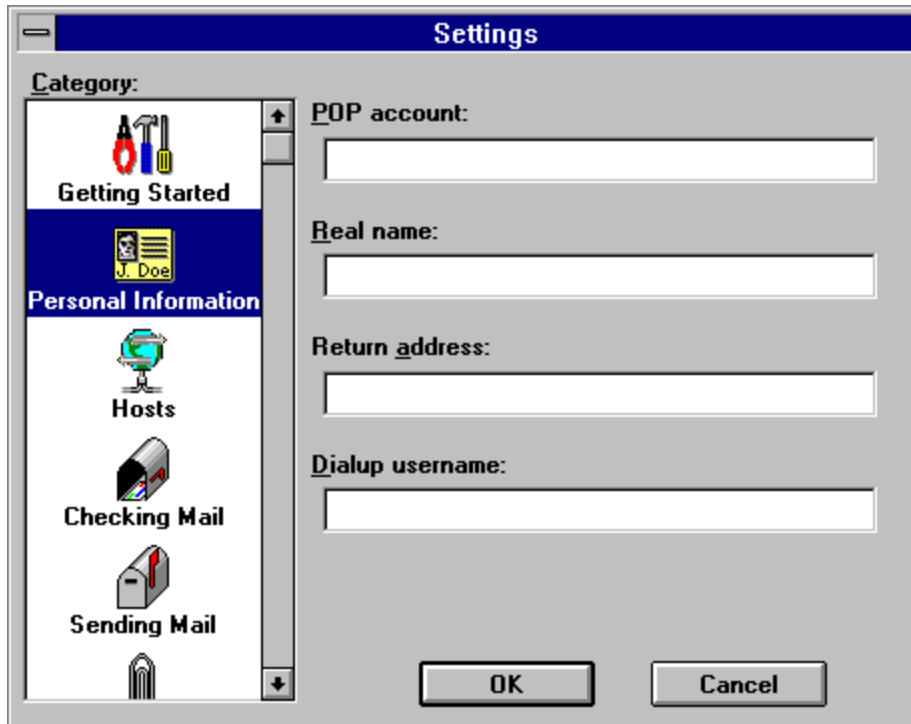
Click on parts of the above picture for more help.

POP account:

This is your POP account address.

Real name:

This is your real name.

Return address:

Normally, Eudora uses your POP account as your return address. If you wish to use a return address other than your POP account, enter it here.

> *If you do enter an address in this field, first test the address to be sure that mail sent to it is indeed delivered to you. If you use an invalid return address, no one can reply to your mail.*

Dialup username:

If you are using Eudora directly through a modem without the benefit of TCP/IP software, and you have a secondary user name for use during the dialup process, enter it here (this might be used as your login name to a terminal server, for example). See Appendix E of your user manual for details regarding how this field can be used.

> *Your dialup username may be the same as your POP account username. If so, you may leave this field blank.*

Hosts

The Hosts settings provide Eudora with information about your servers.
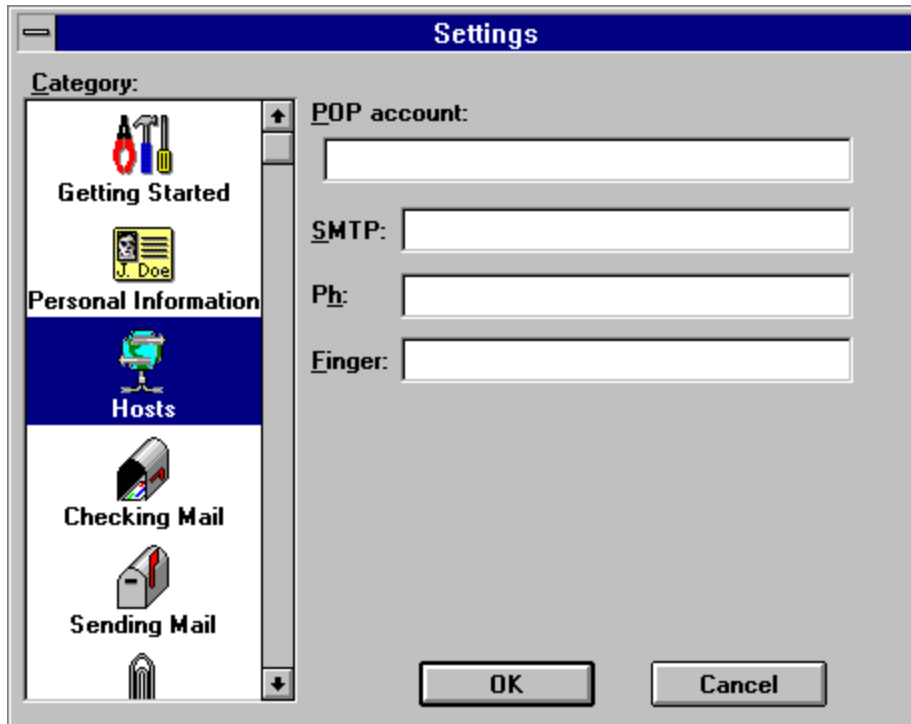
Click on parts of the above picture for more help.

POP account:

This is your POP account address.

SMTP:

To send mail, a computer with an SMTP (Simple Mail Transfer Protocol) server program is necessary. You need not have a login on this computer, but you must have access to it through your network. If the computer on which you have your POP account is also an SMTP server, leave this field blank. Otherwise, specify the name of the computer that you want to use as your SMTP server.
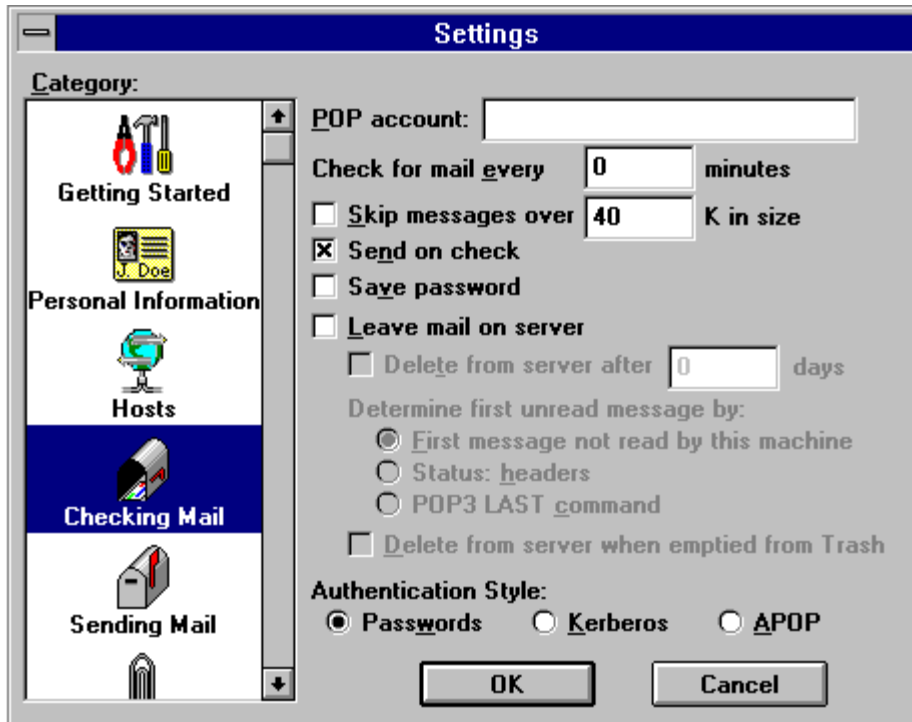
Ph:

Enter the host name of your Ph name server here.

Finger:

Enter the host name of your Finger server here. If you leave this blank, Eudora uses your SMTP server as your Finger server.

Checking Mail

The Checking Mail settings determine how Eudora checks for and receives your incoming mail messages.

Click on parts of the above picture for more help.

POP account:

This is your POP account address.

Check for mail every ? minutes

If you enter a number in this field, Eudora checks your POP server for new mail at regular intervals and transfers any mail addressed to you to your PC. The number you enter specifies the number of minutes between checks of the POP server. It's a good idea to set this at no less than 15 minutes. Checking mail more frequently puts an unnecessary drain on your POP server. This option only works when Eudora is running. Setting this field to 0 disables automatic checking.

Skip messages over ? K

This option has a check box for turning it on and off and an edit box for specifying message sizes. If this option is on, Eudora does not download the entire texts of messages over the specified size from the POP server, but only downloads the first few lines. This can be useful on slow connections.

Send on check

If Send on Check is on, Eudora automatically sends any messages that are queued in the Out mailbox whenever it checks the POP Server for new mail.

Save password

If Save Password is on, you never have to enter your password to check your mail (even if you quit Eudora and restart it) because your password is stored on your PC. Only use this option if your PC is in a secure place.

Leave mail on server

Eudora normally transfers your incoming messages from your account on the POP server to your PC, and then deletes them from the POP server. If this option is on, Eudora transfers incoming messages to your PC and also keeps copies on the POP server. The Leave mail on server option works in conjunction with the Delete from server after ? days, Determine first unread message by, and Delete from server when emptied from Trash options, as described below.

The Delete from server after ? days, Determine first unread message by, and Delete from server when emptied from Trash options cannot be modified when the Leave mail on server option is turned off.

Delete from server after ? days

This option has a check box for turning it on and off and an edit box for specifying the number of days mail left on the server should be saved before being deleted. It is a good idea not to leave copies of your messages on the server indefinitely, as this will create mail storage problems on the server.

Determine first unread message by

This version of Eudora now has the capability to track unread messages on your desktop, instead of relying solely on the POP server to mark the messages as unread. This option allows you to select what constitutes an unread message.

The choices are as follows:

First message not read by this machine - any message not previously read by this machine is considered unread.

Status: headers - any message not identified as read in the message Status: header is considered unread. Previously, Eudora used this method exclusively.

POP3 LAST command - any message after the LAST downloaded message is considered unread. This method is more efficient than the Status: headers method when connecting to a POP server that supports the LAST command.

**Delete from server when emptied from Trash**

If this option is on, Eudora informs the POP server on the next mail check to delete any message left on the server that you have already deleted from your Trash mailbox.

Authentication Style

Eudora supports the use of three different network authentication technologies: Passwords, Kerberos, and APOP. Ask your e-mail administrator which one is being used at your site.

Sending Mail

The Sending Mail settings determine how Eudora sends your outgoing mail messages.
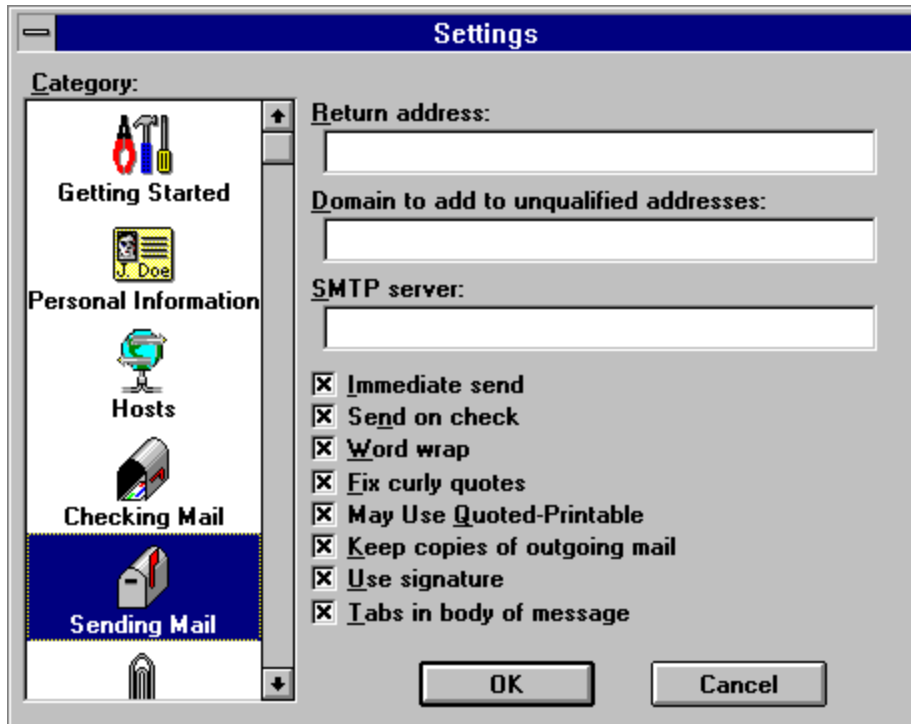
Click on parts of the above picture for more help.

Return address:

If you wish to use a return address other than your POP account, enter it here.

If you do enter an address in this field, first test the address to be sure that mail sent to it is indeed delivered to you. If you use an invalid return address, no one can reply to your mail.

Domain to add to unqualified names:

An unqualified name is a name that doesn't have an "@" sign followed by a domain name. If you address a message to someone without including their domain name, this is the domain name that Eudora automatically adds to that address. This setting can be used as a time-saving device when addressing large numbers of messages to users who reside in the same domain.

SMTP server:

Specify the name of the computer which you want to use as your SMTP server. If you leave this field blank, Eudora uses your POP server as your SMTP server.

Immediate send

If this option is on, the rightmost button in the icon bar of the message composition window is labeled Send. Clicking on this button immediately sends the message to the SMTP server. If this option is off, the button is labeled Queue and clicking on it places the message in the Out mailbox marked ready for delivery (Q).

Send on check

If this option is on, Eudora automatically sends any messages that are queued in the Out mailbox whenever it checks the POP server for new mail.

Word wrap

If this option is on, a carriage return is not required at the end of each line of type in an outgoing message. Eudora automatically wraps text to the next line, with line breaks at roughly 76 characters per line. This makes your mail more legible to recipients using line-oriented mail systems. It is strongly recommended that you turn this option on.

Fix curly quotes

If this option is on, Eudora replaces all "smart" quotation marks in message text or attachments with "conventional" quotation marks prior to sending the message/attachment. The "smart" quotation marks are special characters, and this option allows messages to be sent without using quoted-printable encoding.

If your recipients have MIME, there's no reason to use this option. Only turn it on if most of the people you correspond with don't use MIME.

May use Quoted-Printable

If this option is on, Eudora uses quoted-printable encoding when necessary, such as when messages that contain long lines of text or special characters are sent. If this option is off, quoted-printable encoding is never used.

Keep copies of outgoing mail

If this option is on, a copy of each sent message is kept in the Out mailbox (their summaries are marked with an "S" in the Status column of the Out mailbox window). If this option is off, Eudora moves outgoing messages to the Trash mailbox after they are sent.

Use signature

If this option is on, Eudora automatically attaches your signature file (if you have one) to the end of outgoing messages.

Tabs in body of message

If this option is on, hitting the [tab] key within the message body results in Eudora inserting enough spaces to move the insertion point to the next tab stop.

Attachments

The Attachments settings determine how Eudora sends and receives attachments.
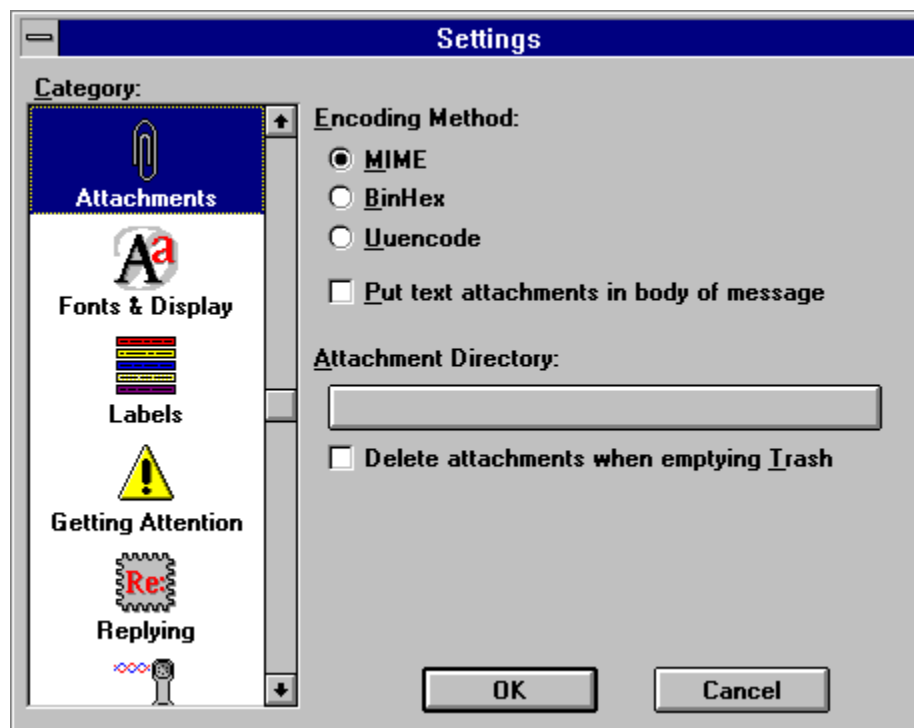
Click on parts of the above picture for more help.

Encoding Method

This option allows you to select what format documents attached to outgoing messages are encoded in: MIME, BinHex or Uuencode Data Fork. MIME is best for recipients with MIME; BinHex is most compatible with old Macintosh mailers and previous versions of Eudora; and Uuencode is best for communicating with older PC or UNIX systems.

Put text attachments in body of message

This option causes Eudora to place any plain text attachment you send directly in the message body, as if it were typed in manually.

Attachment Directory:

Eudora automatically places file attachments that come with messages into the specified Attachment Directory. To change the setting, single-click on the directory name button (the default is blank). A dialog is displayed allowing you to select the attachment destination directory.

If you do not select an attachment directory, attachments are placed in your Eudora directory.

Delete attachments when emptying Trash

If this option is on, Eudora automatically deletes an attachment received with a message when that message is deleted, as long as the attachment is still in the directory defined as the Attachments Directory. If you want to save an attachment but delete the message, move the attachment to another directory or leave this option off.

Fonts & Display

The Fonts & Display settings determine how Eudora displays messages.

Click on parts of the above picture for more help.

Screen Font:

This field lists the font to be used for displaying the text of your Eudora messages and mailbox windows. It also lists the point size of the font. To change the selection, click on this field. The Font dialog is then displayed, allowing you to select a new font and size.

Print Font:

This field lists the font to be used when printing messages using the Print... command. It also lists the point size of the font. To change the selection, click on this field. The Font dialog is then displayed, allowing you to select a new font and size.

Message window width:

This field specifies the width of new and received message windows (in characters). If you leave this field blank, the default value is 80. This setting has no effect on what your mail looks like when it is sent. When mail is sent, Eudora wraps at or before 76 columns.

> *If you use a proportional font, Eudora sets the window width based on the average width of the characters in the font.*

Message window height:

This field specifies the height of new and received message windows (in lines). If you leave this field blank, the default value is 20.

> *If the Zoom windows when opening option is turned on, received message window heights are automatically adjusted to the height of the message text.*

Zoom windows when opening

If this option is on, new message windows automatically open to their "zoomed" size. The zoomed size is computed on a window-by-window basis. For message windows, zoomed size is just long enough to display all of the message (but no longer than the main window), and as wide as the Message Window Width setting. Composition windows zoom to the height specified by the Message Window Height setting.

Show all headers (even the ugly ones)

If this option is on, Eudora displays the complete message header of incoming messages, including the routing information.

> *If you want to see all headers for an individual incoming message, click on the BLAH, BLAH, BLAH icon in the message icon bar.*

Show toolbar

If this option is on, the main window toolbar is displayed.

Show toolbar tips

If this option is on, holding the mouse pointer over a button in the main window toolbar displays a very brief description of that button's function.

Show status bar

If this option is on, Eudora displays a status bar at the bottom of the main window. The status bar provides a brief description of menu items and toolbar buttons.

Show category icons

This option allows you to turn the Category icons in the Settings dialog on and off.

Labels

The Labels settings define the title and color of the seven labels that can be used to categorize messages.
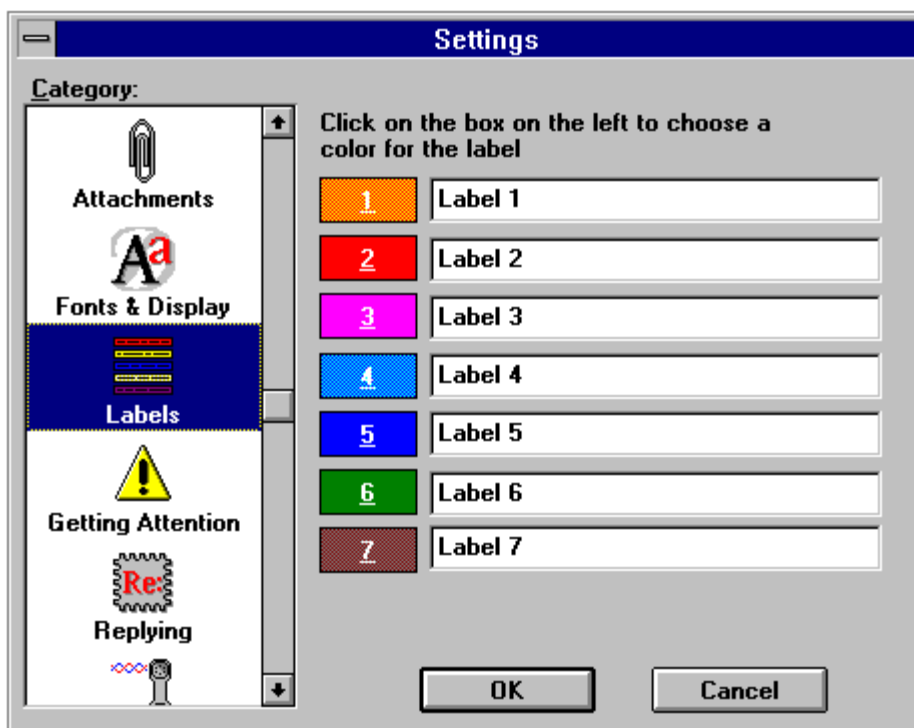
To change a label title, type the new title in the field to the right of the label number. To change a label color, single-click on the label number to display the Color dialog.
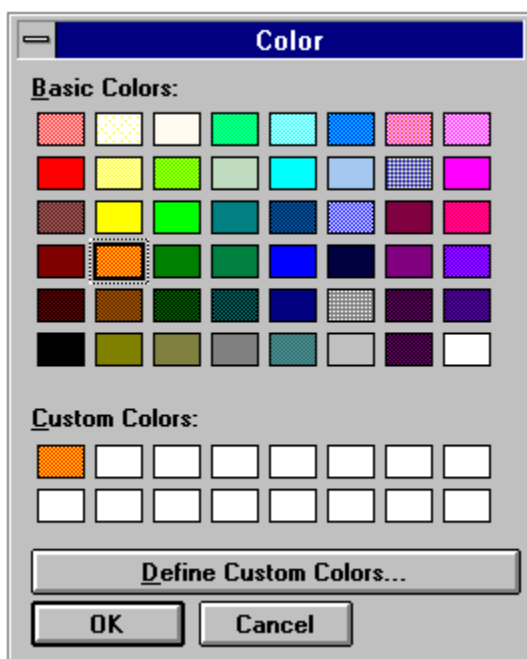
The Color dialog

You can select from one of the pre-defined Basic Colors or create your own Custom Colors. To assign a basic color to a label, select the color and click OK. To create a custom color, click the Define Custom Colors button to display the custom colors palette.
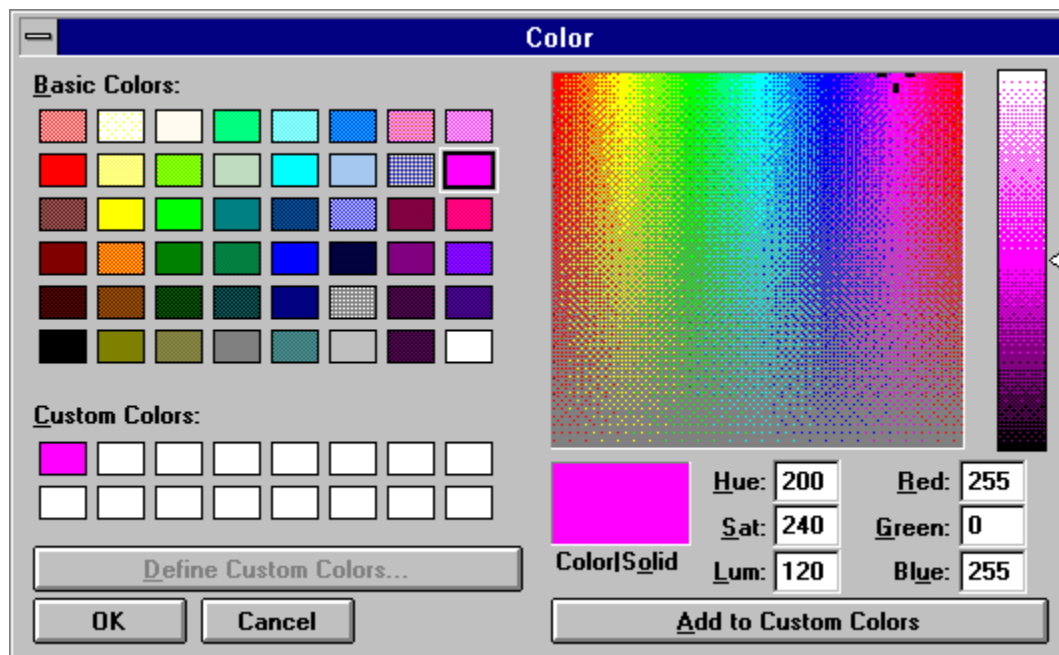
The Custom Color palette

To define a custom color, select one of the 16 custom color boxes. Using the mouse pointer, click anywhere on the color palette to select the color Hue and Saturation. Use the color control bar to the right of the color palette to adjust the color. When you are satisfied with the color, click the Add to Custom Colors button. Once you have completed creating the custom colors, select the desired label color and click OK.

Getting Attention

The Getting Attention settings determine what Eudora does when new mail arrives.

Click on parts of the above picture for more help.

Use an alert dialog box

If this option is on, Eudora uses an alert dialog to notify you when new mail is received.

Open mailbox

This option applies only to the arrival of new mail. If it is on, Eudora automatically opens mailboxes when new mail arrives and is placed in them. It also scrolls to the end of the mailboxes and selects the first unread message of the last unread batch of messages. If this option is off, Eudora doesn't open mailboxes when new messages arrive.

Play a sound

If this option is on, Eudora makes a noise when new mail arrives. To select a sound (.wav) file, click on the field below the Play a sound option. The Select sound file dialog is then displayed, allowing you to select a sound.

Replying

The Replying settings determine what Eudora does when you are generating replies to incoming messages.
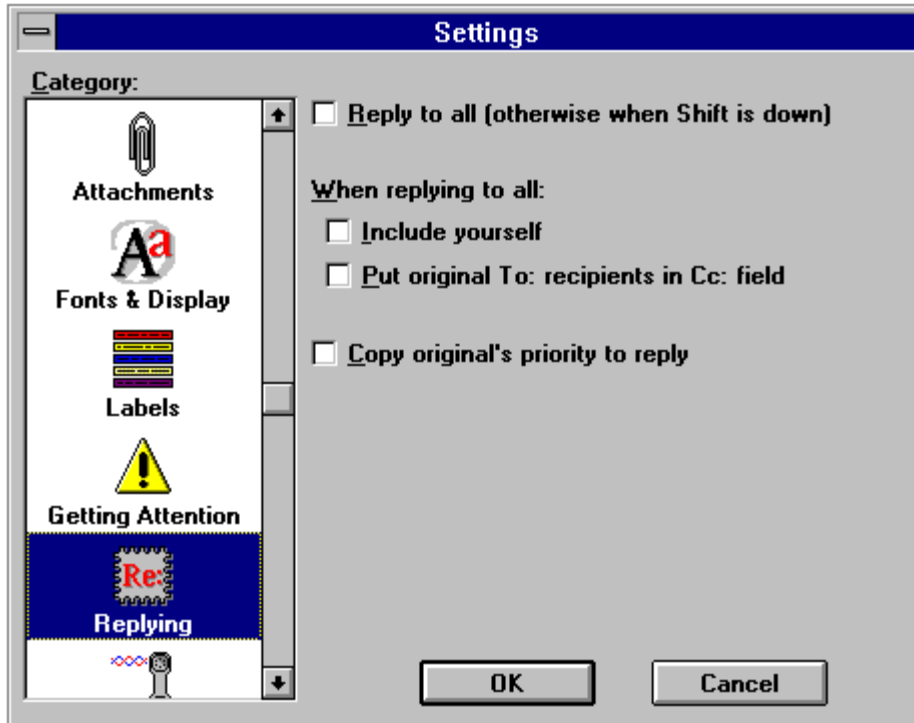
Click on parts of the above picture for more help.

Reply to all (otherwise when Shift is down)

If this option is on, selecting Reply from the Message menu creates a message addressed not only to the sender of the original message, but also to all of its recipients. If this option is off, the [Shift] key must be depressed when creating the reply message if you want to do a reply to all. Otherwise, the reply message is only addressed to the original sender.

When replying to all:

Include yourself

If this option is on, when you do a Reply to all (as described above) your address is left in the address list of the new message and you receive a copy of your own reply. If this option is off, your address is removed from the reply message and you do not receive a copy of the reply.

> *To determine who you are, Eudora uses the "me" nickname, if you have one. If not, it uses the contents of the POP Account and Return Address fields from the Settings dialog (Getting Started).*

**Put original To: recipients in Cc: field**

If this option is on, the addresses of the original message recipients are moved from the To: field to the Cc: field of the reply to all message. Only the address of the original sender is placed in the To: field.

Copy original's priority to reply

If this option is on, a reply message generated by you will have the same priority as the original message.

Dialup

These settings set the dialup configuration when using Eudora to connect to your mail account via modem.
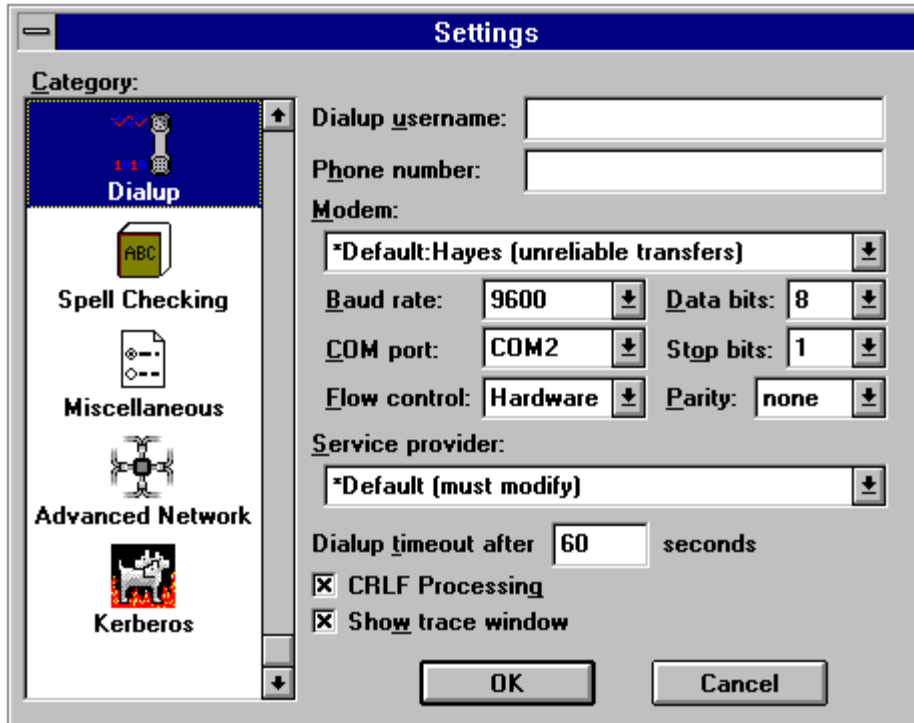
Click on parts of the above picture for more help.

Dialup username:

Type your dialup user name in this field.

> *Your dialup username may be the same as your POP account username. If so, you may leave this field blank.*

Phone number:

Type the dialin phone number for your terminal server here.

> *When using Eudora from a location that requires a prefix (such as "8" or "9") to be dialed to get an outside line, make sure to include the prefix in this field along with the phone number.*

Modem:

This popup allows you to select the modem type. If your modem is listed among those available, select it. If not, select *Default:Hayes (unreliable transfers).

> *While the default modem functions in many cases, you may experience data corruption when sending or receiving messages. To configure Eudora for a reliable connection using the default modem, you must modify the SERIAL.MOD dialup file, as described in Appendix E of the user manual.*

Baud rate:

This popup allows you to select the speed at which your modem communicates with the terminal server. Select the value that corresponds with your modem speed.

COM port:

This popup allows you to select the COM port that your modem is connected to on your PC.

Flow Control:

This popup allows you to select the modem flow control. Flow control is the ability of the modem and PC to stop the data flow before the internal buffers fill up and overflow. The modem may use either hardware or software flow control (software flow control is typically the modem default setting), but hardware is

preferred and strongly recommended at baud rates above 9600. If your modem does not support hardware flow control, then you must use software flow control. Software flow control, however, does not work well at speeds above 9600 baud.

Data bits:, Stop bits:, Parity:

These popups allow you to select various terminal server settings. The default values are correct for almost all cases. Consult with your local Eudora support coordinator or service provider prior to changing any of these values.

Service provider:

This popup allows you to select the service provider whose terminal server Eudora is connecting to. If your service provider is listed among those available, select it. If not, select *Default (must modify).

> *The default service provider will not function until the SERIAL.NAV dialup file is modified to work with your service provider, as described in Appendix E of the user manual.*

Dialup timeout after ? seconds

This options allows you to specify the number of seconds before a dialup connection will time out.

CRLF Processing

When establishing a dialup connection to your terminal server, you must pay close attention to how carriage returns are treated. Telnet programs routinely translate carriage returns into carriage return (cr)/ linefeed (lf) pairs. For this reason, Eudora processes cr/lf pairs to plain carriage returns by default. If your terminal server does not translate carriage returns to cr/lf pairs, or you are running srialpop to establish an echoless session (as described in Appendix E of the user manual), Eudora's cr/lf processing must be disabled. This can be done by turning this option off.

Show trace window

This option allows you to enable the Trace Window that Eudora displays when making dialup connections. When enabled, the Trace Window is opened automatically at the beginning of the dialup session. It follows what Eudora is sending, expecting, and the characters returned to Eudora. The Trace Window is a valuable troubleshooting tool because when there is an error during the dialup process, the window displays the source of the error.

Spell Checking

These settings control Eudora's spell checking options.
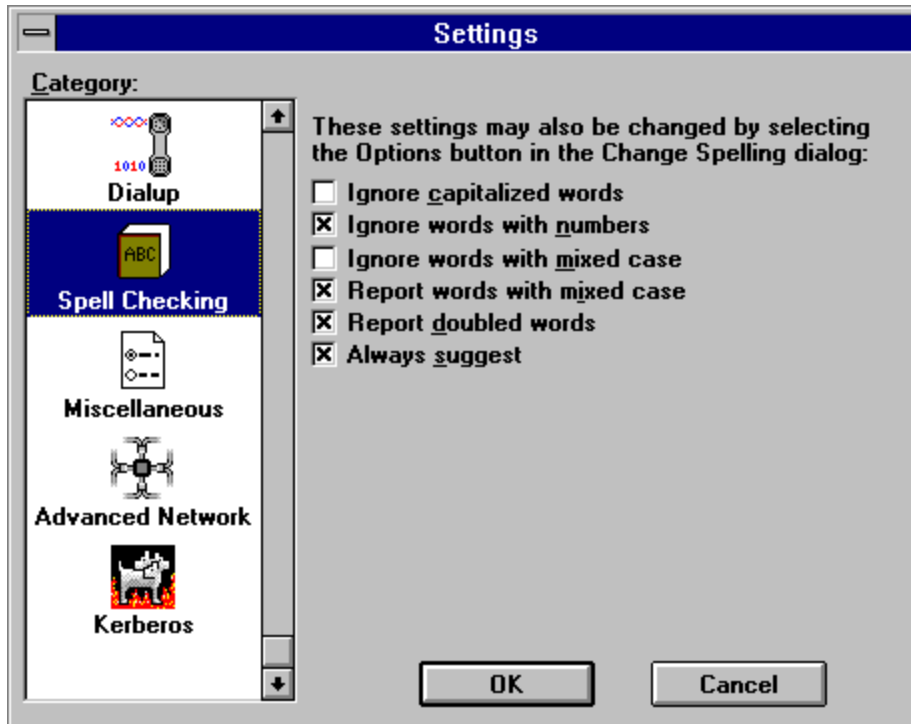
Click on parts of the above picture for more help.

Ignore capitalized words

Ignores words that start with capital letters, such as proper nouns.

Ignore words with numbers

Ignores words that contain numbers.

Ignore words with mixed case

Ignores words that contain both upper and lower case characters.

Report words with mixed case

Reports words that contain both upper and lower case characters and identifies them as Mixed case.
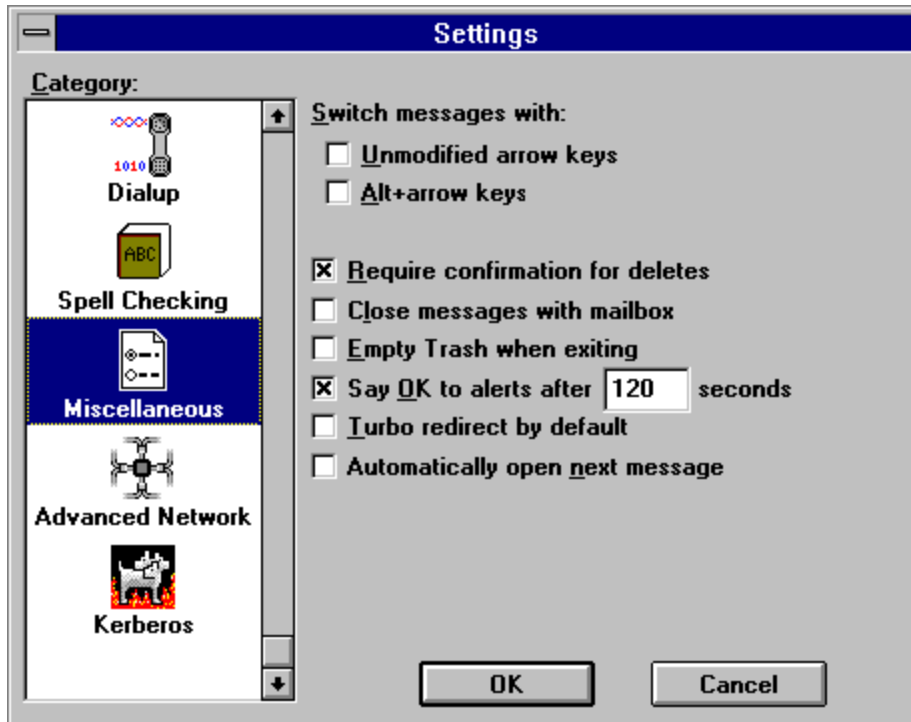
Report doubled words

Reports words that appear twice in sequence in text and identifies them as Doubled words.

Always suggest

Displays Eudora's suggestions for the correct spelling of an unknown word in the Suggestions field by default.

Miscellaneous

These settings control miscellaneous functions.

Click on parts of the above picture for more help.

Switch messages with:

Unmodified arrow keys

If this option is on and there is an incoming message window open on the screen, the keyboard arrow keys can be used to close the current message and open the next or previous message in the mailbox. The up or left arrow key opens the previous message; the down or right arrow key opens the next message. If this option is off, the arrow keys can be used to move the caret in messages.

> *Even if Unmodified arrow keys is on, the arrow keys do not switch messages if there is a message composition window topmost on the screen.*

Alt+arrow keys

If this option is on, you can switch messages (as described in the "Unmodified arrow keys" section above) by holding down the [Alt] key and then pressing the arrow keys.

> *The Alt+arrow keystrokes do work when composition windows are open on the screen.*

Require confirmation for deletes

If this option is on, Eudora alerts you when you are deleting messages you haven't read or transferring queued messages out of the Out mailbox.

Close messages with mailbox

If this option is on, closing a mailbox window closes all open messages from that mailbox.

Empty Trash when exiting

If this option is on, Eudora empties the Trash mailbox whenever you exit the application. If Empty Trash when exiting is off, Eudora only empties the Trash when you select Empty Trash from the Special menu.

> *If you want to remove some messages from the Trash mailbox but don't want to empty it entirely, highlight the summaries you want to delete and select Delete from the Message menu. The selected messages are deleted.*

Say OK to alerts after ? seconds

Many network problems are temporary. When a problem occurs while Eudora is transferring or checking your mail, you are notified in the same way you would be if you were receiving new mail. If this option is on, these notifications automatically go away after the specified number of seconds. This allows Eudora to try the communication again. This setting is most useful if you have automatic mail checking enabled.

Turbo redirect by default

Turbo redirect speeds up the redirecting of messages when using the Quick Recipient list Redirect To command. It redirects the message to the selected recipient, queues the new message, and deletes the original message. The Turbo redirect by default option enables turbo redirect whenever the Redirect To command is used.

> *If turbo redirect is the default, hold down the [Shift] key when doing a Redirect To to disable turbo redirect. If turbo redirect is not the default, hold down the [Shift] key to do a turbo redirect.*

Automatically open next message

If this option is on, deleting or transferring the current message opens the next message in the mailbox, but only if it is unread.

Advanced Network

These settings control some of Eudora's advanced network functions. They should not be modified without first consulting with your Eudora support coordinator or service provider.
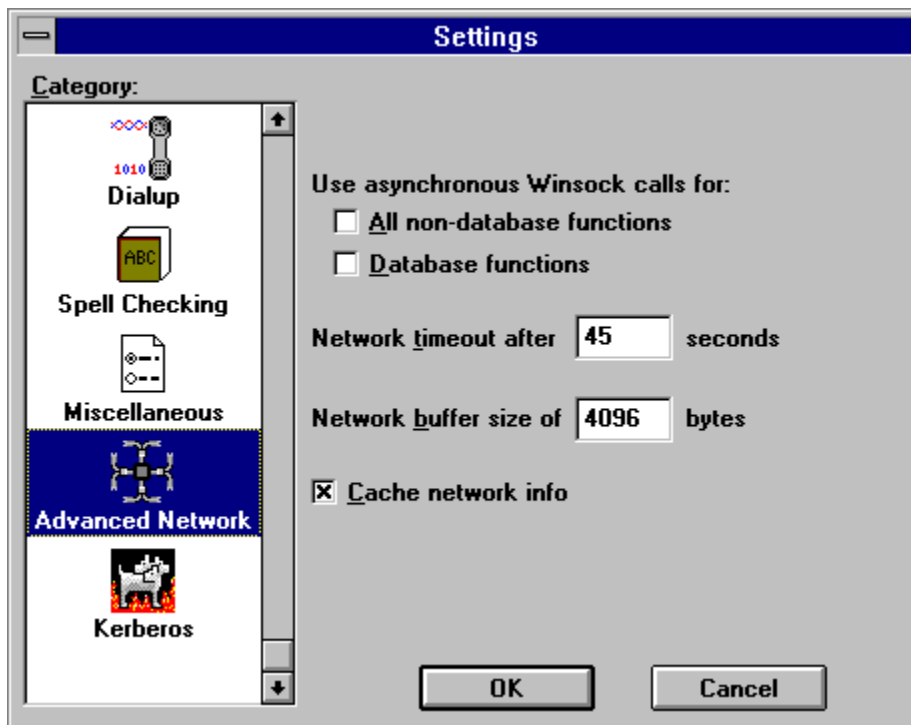
> *Click on parts of the above picture for more help.*

Use asynchronous Winsock calls for:

This option allows you to select asynchronous calls for All non-database functions or Database functions when using the Winsock connection method. There are two methods of making Winsock calls using TCP/IP stacks, blocking and asynchronous. Because of the ability to handle error conditions more gracefully, asynchronous is the preferred method when using Eudora. However, some TCP/IP stacks do

not handle asynchronous calls correctly. If you're experiencing trouble with your Winsock connection, make sure both of these options are off.

Network timeout after ? seconds

This option allows you to set the number of seconds before a network connection will time out.

Network buffer size of ? bytes

This option allows you to set the size of the buffer that Eudora uses to transfer information to and from the server.

If you are having trouble transferring large messages, the size of this buffer may be decreased.

Cache network info

This option causes Eudora to remember the results of previous database functions when using the Winsock connection method. This speeds up database functions within a single Eudora session.

Kerberos

These settings control the Kerberos authentication system. If your network uses Kerberos for authentication, the appropriate settings are provided by your Eudora support coordinator or service provider.
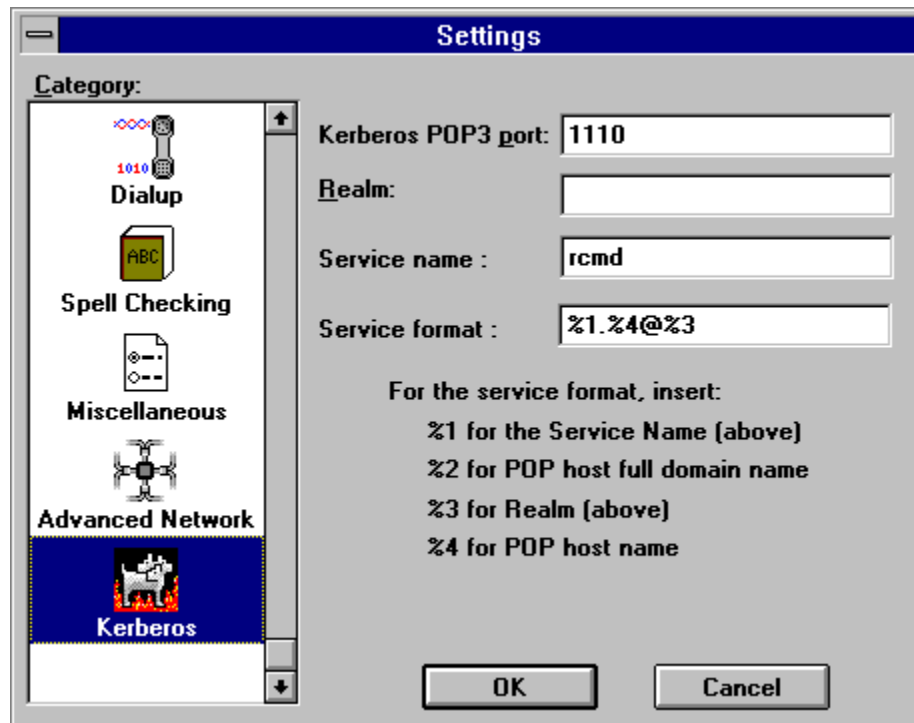
Click on parts of the above picture for more help.

Kerberos POP3 port:

This is the port that the Kerberos POP server is listening on.

Realm:

This is the network realm that the Kerberos server resides in.

Service name:

This is the type of service that you're requesting.

Service format:
This is the name of the ticket that Eudora requests from the Kerberos server.

Forget Password
This command causes Eudora to forget that you have already entered your password for this session. You will be prompted to reenter your password at the next mail check.

Change Password...
This command allows you to change your Eudora password.

> *The Change Password command will only work if you have password changing software on your server.*

Window Menu

All Eudora windows are listed in this menu. Select one to open it or bring it to the front.

> *Click on parts of the above picture for more help.*

Cascade/Tile/Arrange Icons/Send To Back
These commands are standard Microsoft Windows options.

Filters
Display the Filters window. This window allows you to create filters, configure them, and turn them on and off. Using filters, you can automatically change message subjects, assign message labels, raise and lower message priorities, and transfer messages to specified mailboxes. Filters can be used for incoming and/or outgoing messages, and can also be configured to be invoked manually for current messages by selecting the Filter Messages command from the Special menu.
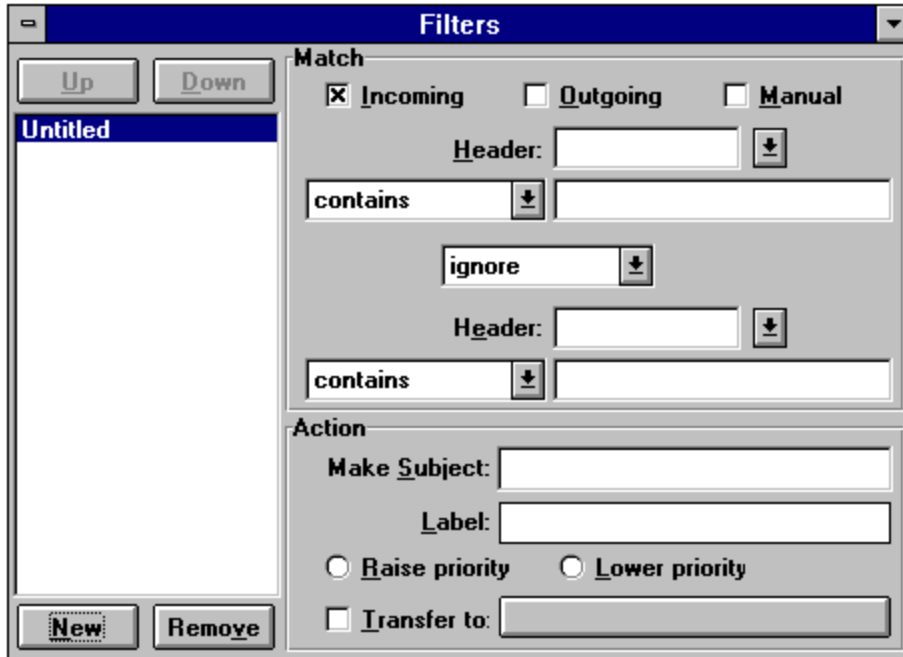
Click on parts of the above picture for more help.

Filter List

The left side of the Filters window displays the user-defined filter list and the filter editing buttons.

Click on parts of the above picture for more help.

Up Button

Moves the selected filter up in the filter list, changing the order it is invoked.

See Also

Invoking Filters

Down Button

Moves the selected filter down in the filter list, changing the order it is invoked.

See Also

Invoking Filters

New Button

Adds a new filter named Untitled is to the filter list. Eudora will name this filter based on the information you enter in the Header and Matching Text fields of the Match Area.

Remove Button

Removes the selected filter from the filter list. The filter is deleted when you save changes to the Filters window.

Match Area

The Match area specifies the criteria for filtering incoming messages, outgoing messages, or both. It consists of three filter on/off options, two terms, and a conjunction combo box.

Click on parts of the above picture for more help.

Each filter can use one or two terms as filtering criteria. These terms are separated by a conjunction combo box which allows you to join the two terms into a single filtering function.

Each of the filtering terms functions identically and consists of three fields, the Header field, the Match Type field and the Matching Text field.

Incoming, Outgoing and Manual

These options function independently and can be turned on and off as desired. When the Incoming option is on, the filter is invoked on all incoming messages. When the Outgoing option is on, the filter is invoked on all outgoing messages after they are sent. When the Manual option is on, the filter is invoked only when activated manually for current messages by selecting Filter Messages from the Special menu.

Header Field

This field allows you to specify which portion of a message you want the filter to search for the contents of the Matching Text field. You can select the desired entry from the combo box list, or, if you want to search a header field that does not appear on the menu (X-Priority:, for example), you can type it in manually. The available selections are as follows:

o To:

o From:

o Subject:

o Cc:

o Reply-To:

o <<Any Header>>

o <<Body>>

The <<Any Header>> selection searches all message headers, and the <<Body>> selection searches the message body.

Match Type Field

This field controls the type of match that the Eudora filter performs. The match options are:

o contains/doesnt contain if the specified portion of the message contains/doesnt contain the contents of the Matching Text field, the filter is invoked accordingly.

o is/is not if the specified portion of the message is/is not a complete match of the contents of the Matching Text field, the filter is invoked accordingly.

o starts with/ends with if the specified portion of the message starts with/ends with the contents of the Matching Text field, the filter is invoked accordingly.

o appears/doesnt appear if a message header field is specified and that field appears/doesnt appear in the message header, the filter is invoked accordingly.

> *If the appears/does not appear match option is selected, the filter does not use the contents of the Matching Text field when checking messages. The Header field functions in its place. This is useful when filtering messages based only on the types of fields they contain.*

Matching Text Field

This field allows you to specify the character string that the filter is searching for.

> *It is recommended that the contents of this field be kept as specific and brief as possible. The greater the complexity of the search string, the less the likelihood of an exact match.*

Conjunction Combo Box

This combo box is located between the two terms in the Match area of the Filters window. It is used to link the two terms. This provides greater flexibility by allowing the filter to function based on two criteria rather than just one. The conjunction options are:

o ignore ignore the second term; the action is taken if the message matches the first term.

o and the action is taken if the message matches both the first and second terms.

o or the action is taken if the message matches either term.

o unless the action is taken if the first term matches but the second does not (this allows you to exclude certain variations of the first term).

Action Area

The Action area specifies what is to be done to messages that meet the criteria defined in the Match area. It consists of the Make Subject field, the Raise/Lower Priority options, and the Transfer to field.

> *Click on parts of the above picture for more help.*

Make Subject

To change the subject of the filtered message, type the new subject in the Make subject field. When a message meets the filter criteria, the entire subject of the message, as it is displayed in the mailbox window, is changed to match the contents of this field.

The & symbol can be used to include the contents of the previous message summary subject in the new subject. For example, typing **test message:&** in the Make subject field includes the old message summary in the new message subject directly after test message:.

Label

To assign a color-coded label to a filtered message, select the desired label from the Label popup. When a message meets the filter criteria, the message label, as it is displayed in the mailbox window, is changed accordingly. Raise/Lower Priority

Select Raise Priority to increase the messages priority one level. Select Lower Priority to decrease the messages priority one level. When a message meets the filter criteria, the message priority, as it is displayed in the mailbox window, is changed accordingly.

Transfer To

Transfer to allows incoming and/or outgoing messages that meet the filter criteria to be transferred to a designated mailbox. To select this option, single-click on the Transfer To name button (the default is blank). A popup menu is displayed allowing you to select a mailbox.

> *If you hold down the [Shift] key while selecting the Transfer To mailbox, a copy of the filtered message is placed in the selected mailbox and the original message remains in your In mailbox.*

Invoking Filters

If the filters Incoming or Outgoing option is turned on, the filter is invoked automatically on all incoming or outgoing messages. If the Manual option is turned on, the filter must be invoked manually for the current message(s). To manually invoke a filter, select **Filter Messages** from the **Special** menu. All current messages are filtered accordingly.

Filters are invoked in a top-down manner as they are displayed in the filters list. This order may be important when overlapping matches exist.

Mailboxes

Display the Mailboxes window. The Mailboxes window allows you to create new mailboxes and folders and to remove and rename them. You may also want to move mailboxes and folders from one folder to another one (the Mailboxes window provides the only means for doing this).
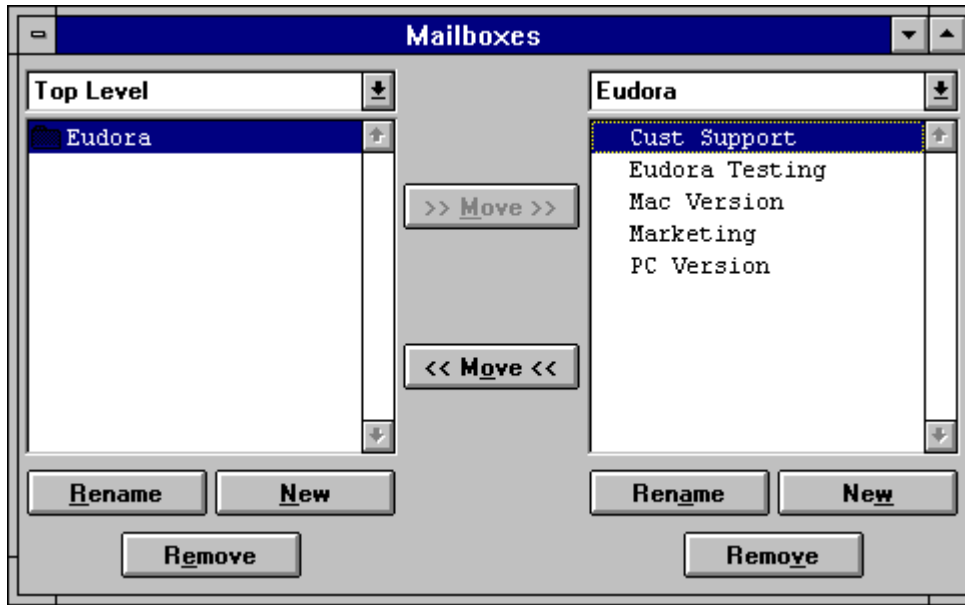
Click on parts of the above picture for more help.

The window has two identical listings with scroll bars, each entitled Eudora (or whatever the name of the directory holding your mail is). These list the names of the mailboxes and folders you have created (folders are identified by an arrow to the right of the name). This list is similar to that displayed under the Mailbox and Transfer menus, except that the In, Out, and Trash mailboxes arent included.

Double-clicking on any of the mailboxes in a list opens that mailbox window on the screen. Individual messages can be selected, opened, and otherwise manipulated from there.

Current Mailbox/Folder

The name of the mailbox/folder whose contents are currently displayed in the list below.

Mailbox List

All of the mailboxes and mail folders contained in the current folder or all of the messages in a current mailbox.

Rename Button

Rename the mailbox or folder that is highlighted in the list above.

Remove Button

Remove the mailbox or folder that is highlighted in the list above.

New Button

Create a new mailbox or folder within the current folder.

Move Button

The Mailboxes window provides the only means for moving mailboxes to other folder locations. This is why there are two lists in the window.

To begin, locate in one of the lists the mailbox you want to move. In the other list, find and open (by double-clicking on the name) the destination folder so that its name is displayed above the list and its contents are displayed. Then, select the mailbox you want to move. Click on the **Move** button that points from the list containing the item you want to move to the list displaying the destination folder. The chosen mailbox is moved to its new location.

Nicknames

Display the Nicknames window. This window allows you to create, edit, or remove nicknames. It also allows you to add nicknames to the Quick Recipient list and remove them.
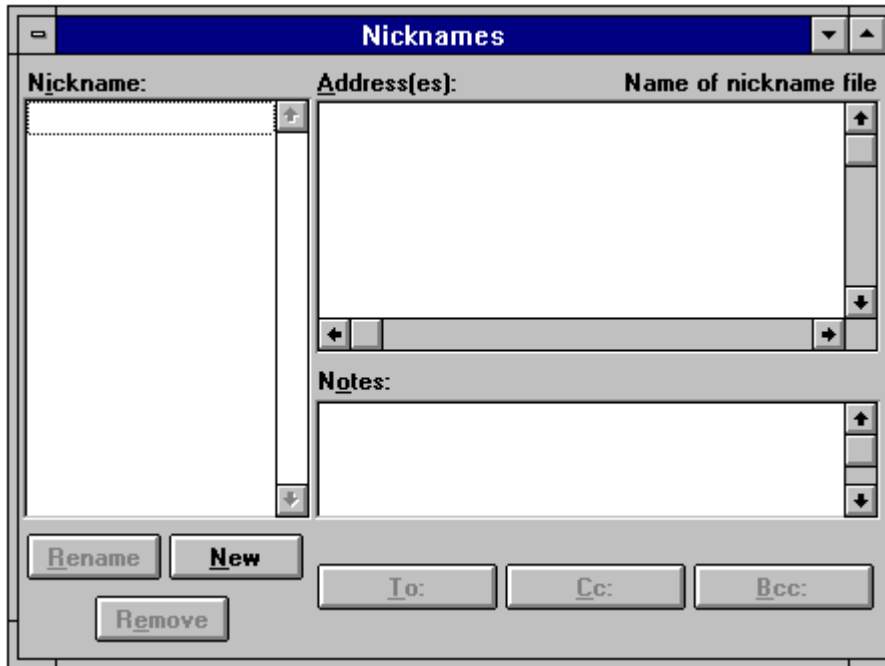
Click on parts of the above picture for more help.

A nickname (sometimes called an alias) is an easily remembered, shorter substitute for an actual e-mail address or group of addresses. Typically, nicknames are created for persons with whom one has repeated correspondence, and hence serve as a typing and reference shortcut. Eudora allows nicknames to be used in place of proper e-mail addresses in the To:, Cc:, and Bcc: fields in the headers of outgoing messages.

See Also

Multiple Nicknames Files

Accessing a Nicknames File on a Server

Multiple Nicknames Files

Eudora supports multiple nicknames files. If you have multiple nicknames files (for example, your system administrator supplies you with additional nicknames files containing internal mailing lists), place the nicknames files in a new directory within the Eudora directory called Nickname.

The standard Eudora Nicknames file (nndbase.txt) should remain in your Eudora directory. Do not place it in the newly-created Nickname directory.

When the Nicknames window is displayed, all nicknames in all files within this directory are listed along with your standard nicknames. If the selected (highlighted) nickname is not in your standard nicknames file, the name of the file is displayed in the upper right corner of the nicknames window.

If you create a new nickname, the new nickname dialog allows you to select the file you want the nickname placed into.

Accessing a Nicknames File on a Server

Eudora can now be configured to access a nicknames file (or files) on a network server. A new entry may been added to the EUDORA.INI file called ExtraNicknameDirs. Add this entry to the[Settings] section of the EUDORA.INI file, followed by the directory that contains the nicknames file (or files), and it will locate this directory and add the nicknames file(s) to the Nicknames window. To add nicknames files from different

directories, list the directories after the ExtraNicknameDirs command and separate them by a semicolon (;).

Nickname Field

This field lists all your nicknames. Single-click on the nickname to display all of its current information.

> *You can add a nickname to or remove a nickname from the Quick Recipient list using the Nicknames window. To do so, move the mouse pointer over the space just to the left of the nickname in the Nickname field. The pointer changes to a selection tool. Single-click to add or remove a nickname to/from the Quick Recipient list. A bullet next to the nickname indicates that it is on the list.*

Address(es) Field

This field displays a selected nickname*expansion* (the address or addresses that the nickname represents).

If you'd like to add someone's proper name to the address that you specify, just put it in parentheses after the e-mail address.

> *Be aware that the proper name is put in the To: field of mail messages along with the full address.*

You may also type a series of many e-mail addresses (and even other nicknames), separated by commas or returns ([Enter]), in the Address(es) section. These multiple addresses are represented by the single entered nickname. In this way, a nickname can be used for a group mailing list.

Notes Field

This field contains your private notes on a nickname.

New Button

Create a new nickname.

Remove Button

Remove a selected nickname from the nickname list.

Rename Button

Rename a selected nickname.

> *You can also add or remove the nickname from the Quick Recipient using the Put it on the recipient list option in the Rename dialog.*

To Button

Click this button to create a new message from the Nicknames window addressed to the selected nickname (you can select multiple nicknames by holding down the [Ctrl] key and clicking on each nickname) and click this button.
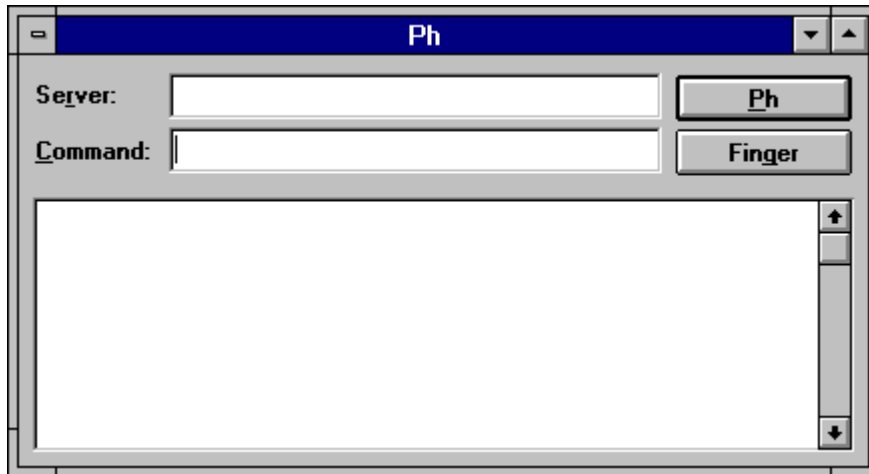
Cc Button

Click this button to add the selected nickname(s) to the Cc: field of the topmost message composition window.

Bcc Button

Click this button to add the selected nickname(s) to the Bcc: field of the topmost message composition window.

Ph

Display the Ph window. This window allows you to access two different directory services, Ph and Finger.

Click on parts of the above picture for more help.

Using Ph

To use the Ph protocol, type the name of the Ph server in the Ph Server field or use the default server (the default is what is entered in the Ph field of the Settings dialog [Hosts]). Then, type the name of the person you want to look up in the Ph command field and click on the **Ph** button. The servers response is displayed in the response field.

Ph inquiries will only work if you have Ph directory software running on your server.

Using Finger

To use the Finger protocol, type your query into the Ph command field. This query should be in the form name@domain. If you omit the @domain segment, Eudora uses the server listed in the Server field. The finger query is sent to the specified host, and the response is displayed in the response field.

Finger inquiries will only work if you have Finger software running on your server.

Server Field

This field lists the Ph server (the default is what is entered in the Ph Server field of the Settings dialog [Hosts]).

Command Field

Type your Ph or Finger query in this field.

Response Field

This field displays the server or host response.

Ph Button

Click on this button to initiate a Ph query.

Finger Button

Click on this button to initiate a Finger query.

Signature

Display the Signature window. This window allows you to type in your "primary" signature. When enabled in the Settings dialog (Sending Mail) or on the message icon bar, this signature is automatically added to the end of outgoing messages. Eudora also supports an alternate signature.

Alternate Signature

Display the Alternate Signature window. This window allows you to type in your alternate signature. When enabled (on the message icon bar), this signature is automatically added to the end of outgoing messages. Eudora also supports a primary signature.

Open Windows

All presently open windows are listed here. To make the window current and bring it to the front, select it from this list.

Help Menu

This menu lists the Eudora Help options and also allows you to display the About PC Eudora screen .
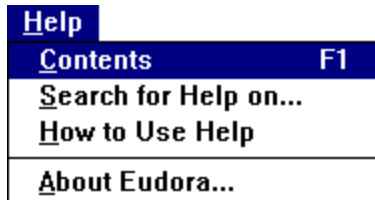
Click on parts of the above picture for more help.

Contents

Display the Eudora Help contents screen.

Search for Help on...

Display the list of Eudora Help search topics.

How to use Help

Display the Microsoft Windows How to Use Help screen.

About Eudora...

Display the About Eudora screen.